

ELIGIBILITY CRITERIA FOR REIMBURSEMENT OF CURRICULUM-RELATED FIELD TRIPS (APPENDIX B)

The following criteria should be used to determine the reimbursement status (eligible/non-eligible) of each regular or vocational curriculum-related field trip. Reimbursement for field trips is independent of whether or not the district is currently transporting or claiming regular transportation pupils for reimbursement.

1. Detailed documentation must be retained in the district for audit purposes showing how the field trip directly relates to the educational curriculum;
2. On the day of the field trip, the field trip site is the assigned attendance center for all pupils in the class;
3. The field trip must be part of the school day. When a field trip is not part of the school day, it is considered an extracurricular trip. Extracurricular trips are non-reimbursable. An eligibility indicator would be to determine whether or not the hours during the field trip would be claimable as clock hours on the General State Aid Claim. Another indicator would be whether or not the field trip date is approved on the Official School Calendar;

Pupil transportation services provided to take participants or spectators to or from athletic contests and/or academic contests are non-reimbursable (23 Ill Admin Code Section 120.40(a)(1)).

4. If parents, students or any organization pays for **any part of the transportation costs**, the field trip is considered an extracurricular trip. The mileage and expenditures for the extracurricular trip would be claimed as non-reimbursable transportation and the revenue should be reported on Line 19(cc) – (Other Revenue) on the electronic Pupil Transportation Claim Reimbursement System;
5. If the district requires pupils to perform community service as part of the curriculum, the transportation of students to perform such community service within the district is reimbursable.

The above criteria pertain to regular and vocational field trips. Mileage and expenditures for reimbursable curriculum-related field trips should be reported in the appropriate fields on the electronic Pupil Transportation Claim Reimbursement System.

The Regular Pupil Transportation Reimbursable Field Trips Worksheet is now located on the local education agency's homepage in the Pupil Transportation Claim Reimbursement System (PTCRS) under the "**Worksheets**" heading in PDF format. The user may enter data online; however, **the data is not saved in PTCRS. Once the user has completed entering the data in the worksheet, the user must print a copy prior to clicking on the reset button.**

If the district claims reimbursable curriculum-related field trip expenditures on the electronic Pupil Transportation Reimbursement Claim, the Reimbursable Curriculum Related Field Trips Worksheet or similar district-designed database for tracking the data must be completed and retained on file for audit purposes.

Enter the following information for each K-12 pupil who is **not enrolled to be transported on a reimbursable regular K-12 route to/from school** but is transported only for a **reimbursable curriculum-related field trip** during the **regular school term**.

Note: The district may only claim pupils on this report:

1. who are transported on a regular route less than 1½ miles without an approved serious safety hazard or;
2. who are not provided transportation to and from school.

Retain this form in the district for audit purposes.

Column 1 - Student Name

Enter the name of the pupil transported.

Total the number of pupils in Column 1 and **enter the headcount on Line 4a of the electronic Pupil Transportation Reimbursement Claim.** Only pupils who are **not** enrolled on a reimbursable regular route should be reported.

Columns 2, 3, 4, 5 - Date of Field Trip(s)

Enter the date(s) the pupil is transported for a reimbursable curriculum-related field trip.

Column 6 - Total Days Transported

Enter the total number of days the pupil is transported for curriculum-related **reimbursable** field trips.

After all pupils are recorded, the total of this column is used in two places on the PTCRS Pupil Headcount Webpage:

1. Enter the total of this column on line 4(b);
2. Add the total of this column to the total of Column 11 from the Resident Pupils Transported Worksheet, then enter the grand total on Line 5(A) — Days for Pre-k– 12 Pupils Residing 1½ Miles or more from School plus Reimbursable Curriculum Related Field Trips.