

Memorandum

To:

CC:

From: Chuck Ernst, Director
Transportation Services

Date: 10/7/2009

Subject: Modification to Field Trip Guidelines

Here are the Modifications to the Transportation Trip Guidelines. These are the additional requirements that are needed on the request form in order for the trip request to be processed.

The request needs to have:

- A signature from the principal or administrator.
- A budget code
- Estimated cost should be noted somewhere on the form. Locations should be specific with an address of your destination and you can attach a "google map" to show mileage and estimated hourly charges.
- ALL transportation requests other than team athletics must have a budget code on them and come through either Categorical or Budget Services at the district for approval of coding and verification of funds PRIOR to being sent to Transportation.
- Budget services will send them to Transportation once all appropriate signatures have been obtained and funding has been verified.
- Attached is the list of Budget Personnel to send the requests.
- If you should have any questions contact Budget Services.

Without these requirements, we cannot process the request and there will be a delay in transportation services.

Thank you for the phone call today. Yes, we are still in training to have everyone on the same page of what a completed form looks like. As we discussed, one of the following people should have signed as budget approval on the Transportation Services Activity Trip Request form:

Budget Technicians:

Jenny Thao
Dawn Nichols
Bethany Linder
Sami Jackson

You could also see signatures from the people the techs report to which are:

Jennifer Brown
Bonnie Crotts
Carol Barron
Barbara Mitchell
Kate Ingersoll

K-6 Student Body = Janna Mikkelson

Unless at least one on the above signatures is on the form, we have not seen it.

If you have a rush and budget has not seen the form yet, please contact the budget technician (use the attached form to determine who you need to call).

Call me if you have questions on how to read the list.

Kate Ingersoll, CPA
Director Budget Services
Twin Rivers Unified School District
916-566-1702

Twin Rivers Unified School District
Budget Services
Budget Technicians' program/department responsibility listing

RESOURCE CODES	DESCRIPTIONS	BUDGET TECHNICIAN	TO:
0036	GIFTED & TALENTED EDUCATION	Bethany	Barbara
0037	INST MATL'S (IMFRP)	Bethany	Barbara
0040	CALIFORNIA PEER ASSIST & REVIEW	Bethany	Barbara
0051	TEACHER CREDENTIALING BLOCK GRANT	Bethany	Barbara
0052	PROFESS.DEVELOP.BLOCK GRANT	Bethany	Barbara
0053	TARGETED INST.IMPROV.BLK GRANT	Bethany	Barbara
0054	SCH.& LIBR.IMPROV.BLOCK GRANT	Bethany-Dept. & Secondary/Dawn-Elementary	Barbara
3010	IASA-TL I BSC GRANT LOW INC/NEGLE	Bethany-Dept. & Secondary/Dawn-Elementary	Barbara
3011	ARRA Title I	Bethany-Dept.	Barbara
3030	NCLB TITLE 1 PART B READ'G 1ST	Bethany	Barbara
4035	NCLB:TITLE II,A TEACHER QUALITY	Bethany	Barbara
4036	NCLB TITLE II, PART A	Bethany	Barbara
4045	NCLB: TITLE II, PART D	Bethany	Barbara
4046	NCLB: TITLE II, PART D, EETT	Bethany	Barbara
5810	OTHER FEDERAL	Bethany	Barbara
5832	READINESS & EMERG MGMT FOR SCH	Bethany	Barbara
6020	CSIS:CALIF SCH INFO SVCS	Bethany	Barbara
6300	LOTTERY INSTRUCTIONAL	Bethany	Barbara
6520	SPEC ED-PROJECT WORKABILITY I	Bethany	Barbara
7090	ECONOMIC IMPACT AID	Bethany-Dept. & Secondary/Dawn-Elementary	Barbara
7400	QEIA	Bethany	Barbara
9735	PROJECT PIPELINE	Bethany	Barbara

RESOURCE CODES	DESCRIPTIONS	BUDGET TECHNICIAN	TO:
0022 & 0023	CAL SAFE	Dawn	Barbara
0029	ROC/P APPORTIONMENT	Dawn	Barbara
0032	ARTS AND MUSIC BLOCK GRANT	Dawn	Barbara
0049	PUPIL RETENTION BLOCK GRANT	Dawn	Barbara
0054	SCH.& LIBR.IMPROV.BLOCK GRANT	Bethany-Dept. & Secondary/ Dawn-Elementary	Barbara
0284	CA ENG LANG DEV TEST	Dawn	Barbara
0601	ASES - MATCHING FUNDS	Dawn	Barbara
3010	IASA-TL I BSC GRANT LOW INC/NEGLE	Bethany-Dept. & Secondary/Dawn-Elementary	Barbara
3025	IASA-TITLE I LOCAL DELINQUENT	Dawn	Barbara
3550	VOC PGM-VOC & APPL SEC & ADULT	Dawn	Barbara
3710	IASA-DRUG FREE SCH-ENTITLEMENT	Dawn	Barbara
4203	NCLB:TITLE III-LIMITED ENGLISH	Dawn	Barbara
4216	REFUGEE STUDENTS ASSIST PROG	Dawn	Barbara
5630	HOMELESS CHILDREN EDUC GRANTS	Dawn	Barbara
5635	ARRA- HOMELESS CHILDREN EUDC GRANTS	Dawn	Barbara
6010	AFTER SCHOOL ED AND SAFETY	Dawn	Barbara
6240	HEALTHY START PLANNING/OPERATI	Dawn	Barbara
6286	ENGLISH LANGUAGE ACQUISITION	Dawn	Barbara
6377	CAREER TECH ED EQUIPMENT	Dawn	Barbara
6761	ART, MUSIC, PE SUPPLIES/EQUIP	Dawn	Barbara
7090	ECONOMIC IMPACT AID	Bethany-Dept. & Secondary/Dawn-Elementary	Barbara
7091	ECONOMIC IMPACT AID-LEP	Dawn	Barbara
7220	PARTNERSHIP ACADEMIES PROGRAM	Dawn	Barbara
9372	INDEPENDENT LIVING PROGRAM	Dawn	Barbara

RESOURCE CODES	DESCRIPTIONS	BUDGET TECHNICIAN	TO:
0031	SCHOOL SAFETY & VIOL PREV 8-12	Jenny	Barbara
0033	CAHSEE INTENSIVE INSTR SERVICE	Jenny	Barbara
0480	MANDATED COSTS	Jenny	Barbara
0810	SUMMER SCHOOL	Jenny	Jennifer
3310	SP ED-BASIC GRT ENT PL94-142	Jenny	Barbara
3315	SP ED-PRSCH ENT NON RIS	Jenny	Barbara
3320	SP ED-PRSCH LOCAL ENT RIS	Jenny	Barbara
5640	MEDI-CAL BILLING OPTION	Jenny	Barbara
7810	OTHER STATE	Jenny	Barbara
9010	OTHER LOCAL	Jenny	Jennifer
9323	EDUCATION TECH K-12 VOUCHER	Jenny	Jennifer
9798	REDEVELOPMENT DEL PASO HEIGHTS	Jenny	Jennifer
9835	SCHOLARSHIPS	Jenny	Jennifer

RESOURCE CODES	DESCRIPTIONS	BUDGET TECHNICIAN	TO:
0290	CHARTER SCHOOL BLOCK GRANT	Sami	Bonnie
0309	CURRICULUM WORKSHOP	Sami	Bonnie
0405	HIGH ACHIEVING/IMPROV SCHOOLS	Sami	Bonnie
0408	JPA	Sami	Bonnie
0410	LOST BOOKS	Sami	Bonnie
0470	MAA UNRESTRICTED	Sami	Bonnie
0525	PREVENTION LOCAL INCOME	Sami	Bonnie
0750	STAR TESTING	Sami	Jennifer
1100	STATE LOTTERY Teacher's \$115 Lottery Fund	Sami (Only Teacher's Lottery)	Jennifer
6500	SPECIAL EDUCATION	Sami	Bonnie
9305	DONATIONS	Sami	Bonnie
9375	INTEL	Sami	Jennifer
9610	SETTLEMENT ACCOUNT SPECIAL ED	Sami	Bonnie
9710	PTA DONATIONS	Sami	Bonnie
9770	REACHING RESOLUTION	Sami	Bonnie
0021	COMMUNITY DAY SCHOOLS	Sami	Barbara no lump sum
9809	SCHOLARSHIP AMERICA/JORDAN FUN	Sami	Jennifer
9884	TRUSD SES	Sami	Jennifer