



SCHOOL TRAVEL - PAY FOR SPECIAL SCHOOL ACTIVITIES

Staff and faculty of New Horizons Regional Education Centers who are approved for travel to supervise students at various school competitions are eligible for additional pay. This is subject to the type of travel and not to exceed the maximum allowances established (see below chart). **This school travel procedure applies to staff and faculty only during non-contract days and contract days between 6:00 p.m. and 6 a.m.**

WHAT YOU CAN CLAIM FOR YOUR DAY(S) OF TRAVEL

Trip Time Frame	You can claim this amount for the day		
	Quarters	Amount per quarter	
Midnight and 5:59 a.m.	1	\$62.50	
6:00 a.m. and 11:59 a.m.	2	\$62.50	
Noon and 5:59 p.m.	3	\$62.50	
6:00 p.m. and 11:59 p.m.	4	\$62.50	

*Staff and faculty are not eligible to claim monies for contract days between 6:00 a.m. and 6:00 p.m.

SCHOOL TRAVEL PROCEDURES:

Advance Notice: A completed Field Trip Request form should be submitted for approval two (2) weeks prior to the planned trip. Trips planned outside a 100 mile radius of the Hampton Roads area or out-of-state must have prior approval from the Executive Director. A copy of the Field Trip Request must be submitted with this form.

Day of Return: Be sure to complete the back of the form and return it to your supervisor for signature. Your supervisor will submit the form to the Payroll Department. Forms received in the Payroll Department by the 10th of the month will be reflected on that month's paycheck.

PLEASE COMPLETE THE BACK OF THIS FORM.

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Trip Time Frame	Please check the appropriate quarter box below for each date and time frame. <u>This applies only to non-contract days and contract days between 6:00 p.m. and 6:00 a.m.</u>							
	Quarters	Date	Date	Date	Date	Date	Amount per Quarter	Total of Quarters
Midnight and 5:59 a.m.	1						\$62.50	
6:00 a.m. and 11:59 a.m.	2						\$62.50	
Noon and 5:59 p.m.	3						\$62.50	
6:00 p.m. and 11:59 p.m.	4						\$62.50	
*Do not claim monies for contract days between 6:00 a.m. and 6:00 p.m.							Total travel	

****PLEASE ATTACH A COPY OF THE FIELD TRIP REQUEST FORM***

Trip Destination

Employee Name (please print)

ID #

Date

Signature

Approved by

Date

Executive Director' Signature
(For trips 100 mile radius of the Hampton Roads area or out-of-state trips only.)

Date

Payroll Office

Date entered in payroll

Initial