

**North Wasco County  
School District 21**

Code: **IICA-AR(6)**  
Revised/Reviewed: 6/08/00; 5/26/04; 6/15/17  
Orig. Code(s): IICAA-AR

**Trip Rosters**

1. The trip roster must be completed by the activity advisor/director no later than the day prior to the day the activity is to depart.
2. All items in the heading are self explanatory and must be completed.
3. A complete list of students departing must be detailed. A final head count should be taken as the students enter the bus and any no shows or last minute additions removed or added to the final roster.
4. A copy of the final roster must go to the building administrator whose students are involved in the activity.
5. Under columns labeled "B, L and D" (Breakfast, Lunch and Dinner), the individual responsible for disbursement of meal money will place an X or check mark in the appropriate column. The recipient, student or supervisor, should initial the far right column directly across from his/her name to verify he/she has received his/her meal payment. Current meal reimbursement rates may be obtained from the district business office.
6. If school bank funds are used to purchase admission tickets, lodging or for any authorized expenditure other than meals, the amount should be recorded in the "Other" column with a short comment detailing what the payment covers in the "Purpose" column. Any purchases listed in the "Other" column should have receipts attached to the trip roster. Once again, the recipient should initial in the far right column.
7. Upon return, but no later than the next workday, it is the responsibility of the activity advisor/director to return the completed trip roster with the applicable columns checked off and initialed, with the required receipts for "Other" expenditures and return of any unused funds.
8. The responsible administrator will control funds advanced by causing a copy of the final trip roster to be placed in a suspense file on the day of departure.
9. It is the responsibility of such administrator to see that each trip is cleared in a timely manner.
10. Any activities involving expenditures of funds raised by students or district subsidies must have a budget completed and approved prior to departure. It is extremely important that there be evidence of heavy student involvement in the development of this budget.
11. All activities are required to have sufficient funds on hand to meet their budget requirements before approval will be granted.

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Trip Roster**

Destination: \_\_\_\_\_  
 Date of Departure: \_\_\_\_\_ Time of Departure: \_\_\_\_\_  a.m.  p.m.  
 Date of Return: \_\_\_\_\_ Estimated Time of Return: \_\_\_\_\_  a.m.  p.m.  
 Activity Advisor/Director: \_\_\_\_\_

	Students	Meal Money			Other	Purpose	Initial
		B	L	D			
1.							
2.							
3.							
4.							
5.							
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