



**21<sup>st</sup> Century Community Learning Centers  
Request for Reimbursement Checklist  
Field Trips**



**Field Trips**

When submitting field trip costs in the Operating Budget Management System, please upload the following:

- Email from the 21<sup>st</sup> CCLC Coordinator approving the trip
  - An approval email should be obtained for one-time field trips, or ongoing fieldtrips throughout a class/unit.
  
- Lesson plan(s)
  - The lesson plan should show teaching prior to, during, and after the field trip.
  - If the field trips are ongoing, the summary of the class, main objectives, and projected travel dates (sent to the 21<sup>st</sup> CCLC Coordinator to receive the approval email) will provide sufficient documentation in place of multiple lesson plans.
  
- Invoice/proof of payment for entrance (if applicable)
  - The number of students attending the trip should be clearly identified with any invoice/receipt. (Use Function Code 1000, Object Code 55817 for entrance fees.)
  
- Transportation invoice (if applicable)
  - Field trip transportation costs should be billed for using Function Code 1000, Object Code 55817 for transportation provided by the fiscal agent of the grant, or Object Code 55915 for transportation provided by subcontractors. If a district bus driver is paid, and the district is the fiscal agent for the grant, the compensation should be associated with Job Class 1622. Function Code 2700 should not be used for field trips.

Please remember the following:

- Field trips may not take place during the traditional learning day.
- Field trips must have a direct, transparent tie to educational outcomes and will not be approved if associated with the following activities:
  - Entertainment (amusement parks, athletic games, etc.)
  - Gun use
  - Whitewater rafting
  - Zip-lining

**Certification of Truth, Accuracy, and Completeness**

As the responsible official submitting this Request for Reimbursement (RfR) to the New Mexico Public Education Department, I certify that this portion of the RfR meets the requirements of Title 6, Chapter 20, Part 2 of the New Mexico Administrative Code (6.20.2 NMAC). I certify that this portion of the RfR has been completed in accordance with generally accepted accounting principles (GAAP). I certify that, based on information and belief formed after reasonable inquiry, the information contained in the field trip portion of the RfR is true, accurate, and complete.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_