

Title I Field Trip Procedures

Educational field trips are allowable under certain circumstances if allowed in the grant program. Educational field trips are approved, planned instructional activities that involve students in learning experiences that are difficult to duplicate in a classroom situation. These field trips should provide hands-on activities that encourage students to experiment and ask questions. The field trip must support Texas Essential Knowledge and Skills (TEKS), must be reasonable in cost, and must be necessary to accomplish the objectives of the grant program.

The field trip must also appear as a part of the teacher's lesson plans, which should include activities that prepare students for the trip and follow-up activities that allow students to summarize, apply, and evaluate what they learned from the trip.

For audit purposes, documentation of the field trip and must provide clear evidence of how the expense ties back to an instructional objective. Documentation should include the following:

- Destination of each field trip
- Costs associated with each field trip
- Objectives to be accomplished from conducting the field trip
- **Teacher's lesson plans and follow-up activities**

If the supplement-not-supplant requirement applies to the grant program in question, documentation must demonstrate the supplementary nature of the field trip as well.


Examples of appropriate educational field trips include the following:

- Curricular academic activities focused on math, science, and technology, such as service learning, internships, academic UIL competitions (such as robotics or math), or science and technology fairs
- Laboratory and field investigation instruction, used to improve students' understanding of science TEKS objectives
- Trips to a river, archaeological site, or nature preserve that might include contracting with local science centers, museums, zoos, and horticultural centers for visits and programs
- Trips to the local library to increase access to high-interest reading materials or research
- Visits to colleges and universities to encourage interest in the pursuit of higher education

The following costs are not allowable:

- Field trips for social, entertainment, or recreational purposes
- Field trips that supplant and do not supplement local or state expenditures or activities
- Field trips that are not part of a teacher's lesson plan or that do not meet the instructional objectives of the grant program
- Field trips that are not reasonable in cost or are not necessary to accomplish the objectives of the grant program
- Field trips that are not properly documented (as described above)

1. Complete a Justification of Educational Field Trip form and attach copies of lesson plans to the Coordinator of Federal & State Programs.
 - a. Enter the date the form is submitted.



**Grants Administration Division
Justification of Specific Expenditure:
Educational Field Trips**

Costs of entertainment, including field trips, have been determined to have a programmatic purpose for this federal grant program and are specifically authorized in the program guidelines.
You must justify your plans to use federal grant funds for the costs of field trips. Complete and maintain this form locally to document the justification of your planned expenditure of federal grant funds on costs of field trips.
Limit one justification per form. (Note: One justification for the same field trip location may include multiple campuses or grade levels.)

Name of Federal Grant

Name of Grantee County-District # Date Submitted

- b. Enter the destination, number of attendees, the type of transportation (i.e. bus), the duration of instructional component, and supported TEKS components.

Description of Proposed Field Trip

Destination # of Attendees

Type of transportation Duration of instructional component Supported TEKS component(s)

- c. Describe the purpose of providing the field trip to attendees (i.e. Complete the first large box by describing what “Students are studying...”).
 - d. Do not write anything in the middle text box.

Describe the purpose of providing this field trip to attendees.

Students are studying

Describe how the field trip supports the goals and objectives of the federal grant.

The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum proficiency on challenging State academic standards and assessments. A school operating a schoolwide program may use Title I funds for any activity that supports the needs of students in the school as identified in the comprehensive needs assessment and articulated in the schoolwide plan.

Often, children from poverty, do not have the same access to educational opportunities outside of the walls of the classroom. Educational field trips provide students with the background and academic vocabulary necessary to meet the state’s proficient and advanced levels of student academic achievement. Title I guidance suggests effective methods and instructional strategies increase the amount and quality of learning time, such as providing “an enriched and accelerated curriculum” to meet “the educational needs of historically underserved populations.” Educational field trips do so.

According to the National Center for Policy Analysis (http://www.ncpa.org/sub/dpd/index.php?Article_ID=23649), “Research suggests that students actually retain a great deal of factual information from their field trips. Visiting a museum exposes students to a diversity of ideas, peoples, places and time periods. That broadening experience imparts greater appreciation and understanding. Perhaps the most important outcome of a school tour is...”

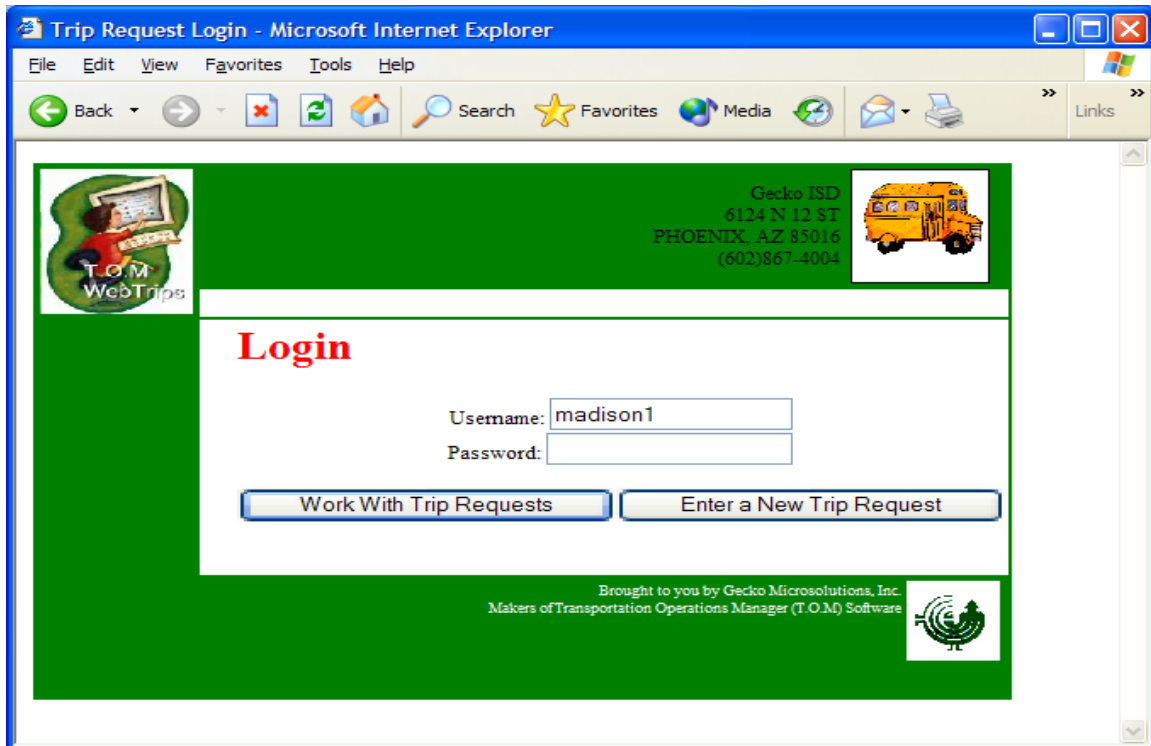
- e. Describe the specific need in the last text box by describing how “The campus CNA addressed the need for instructional field trips. Specifically, ...”and how “The Campus Improvement Plan (CIP) includes the following goal(s) and activities for educational field trips: ...”

Describe the specific need, as identified in your comprehensive needs assessment, for this field trip.

The campus CNA addressed the need for educational field trips. Specifically,

The CIP includes the following goal(s) and activities for educational field trips:

2. Enter the field trip request in WebTrips according the WebTrips Info Manual.



3. Complete Title I Funds Requisition by hand or electronically and print on BLUE paper.
 - a. Attach teacher/grade level lesson plans and follow-up activities to the Title I Funds Requisition.
4. Send completed Title I Funds Requisition to the Secretary of Federal & State Programs through the intercampus mail.
5. Allow at least two weeks for the field trip request to be processed.
 - a. Title I WebTrips Field Trip Requests will not be approved after May 1.
 - b. Student field trips must be taken prior to the last week of school to allow follow-up activities to occur.
6. The Secretary of Federal & State Programs screens the Title I Funds Requisition to verify the request is an allowable Title I expenditure. If unsure, the Secretary of Federal & State Programs the Secretary of Federal & State Programs will flag the line item(s) in question with a pink Post-It Note.
7. The Secretary of Federal & State Programs verifies the account codes are correct.
8. The Secretary of Federal & State Programs verifies all documents are attached.

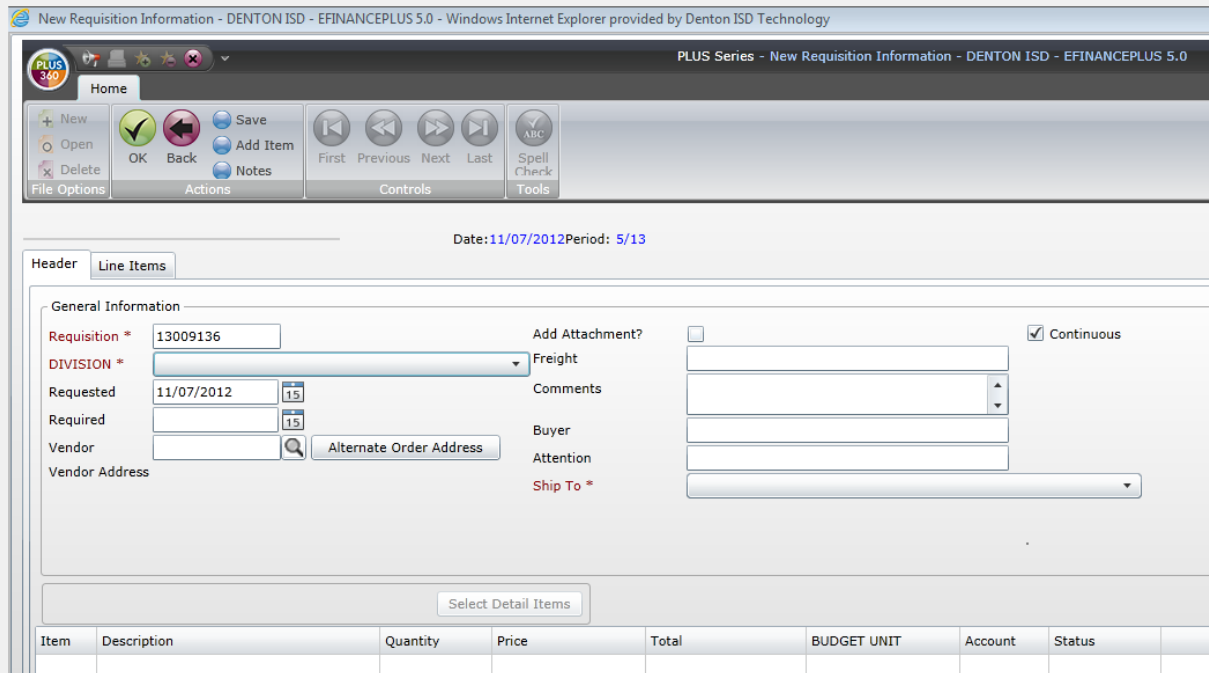
9. The Secretary of Federal & State Programs enters the total amount(s) of the requisition onto the corresponding campus Title I Excel Spreadsheet(s) in the “Encumbrance” column.

Newton Rayzor Elementary			2118-11-00-107-24-000-6400					
			Travel/Registration Instructional (Student)					
Date Ordered	PO# or Check Req	Vendor Company	Description	Object Code	Date Received	Encumbrance	Expenditure	Balance
Beginning Balance								0.00
08/28/17	18004659	Denton ISD Transportation	2nd Grade - City Hall - 10-19-17	6494	N/A	358.50		-358.50
08/28/17	18004661	Denton ISD Transportation	4th Grade - Fair Park - 10-11-17	6494	N/A	1,250.10	892.60	-1,251.10
08/28/17	18004660	Denton ISD Transportation	3rd Grade - Perot Museum - 10-15-17	6494	N/A	833.40		-2,084.50
09/06/17			BUDGET AMENDMENT INCREASE FROM 2118-01-00-107-24-000-6100				8,000.00	
10/26/17		Denton ISD Transportation	KDS - Dallas Children's Theater	6494		799.50		5,915.50

10. The Secretary of Federal & State Programs places the Title I Employee Travel Requisition(s) and supporting documents including related Title I Funds Requisitions into a folder with all other campus requisitions and places the folder on the desk of the Director of Federal Programs (School Improvement and Support).
11. The Coordinator of Federal & State Programs examines the Title I Funds Requisition(s) with attention to any requests that have been flagged with pink Post-It Notes by the Secretary of Federal & State Programs to determine if the expenditure is allowable or unallowable.
12. The Coordinator of Federal & State Programs signs the Title I Employee Travel Requisition(s) and Title I Funds Requisition(s) of all allowable expenditures and places the requisitions into the folder and returns all approved requisitions to the Secretary of Federal & State Programs.
13. Any unallowable Title I Funds Requisitions marked “unallowable” by the Coordinator of Federal & State Programs will be given to the Secretary of Federal & State Programs and returned to the campus through the intercampus mail.
14. The Coordinator of Federal & State Programs logs into WebTrips and approves or denies the WebTrips request.
 - a. If approved, go to step 14.
 - b. If denied, the Director provides comments in WebTrips with the reason for denial and notifies the Secretary of Federal & State Programs.

c. The Secretary of Federal & State Programs contacts the campus secretary to notify the campus the trip request has been denied and returns the Title I Funds Requisition to the campus via intercampus mail.

15. The Secretary of Federal & State Programs enters the approved requisition(s) into eFinance.



16. The Secretary of Federal & State Programs signs into WebTrips and enters the Purchase Order number once received from the Business Office.
17. The Coordinator of Federal & State Programs signs the check request and places it into the folder and returns all approved requisitions to the Secretary of Federal & State Programs.
18. Once processed by the Business Office and Purchasing, the white VENDOR COPY and pink RECEIVING COPY are sent to the Transportation Department.
19. The gold CONFIRMATION COPY is returned by the Purchasing Department to the Department of School Improvement and Support (Federal Programs) via intercampus mail.
20. The Secretary of Federal & State Programs makes a copy of the gold CONFIRMATION COPY and highlights the **CONFIRMATION COPY** line in pink and returns the highlighted copy to the campus through the intercampus mail.
21. The original gold CONFIRMATION COPY is maintained in the office of the Secretary of Federal & State Programs.
22. The campus secretary keeps the highlighted pink RECEIVING COPY until the field trip has concluded.
23. Upon return, the campus secretary verifies the travel has taken place and signs the highlighted copy of the RECEIVING COPY and returns it to the Secretary of Federal & State Programs to the Secretary of Federal & State Programs.
24. The campus secretary enters the total amount(s) from the highlighted copy of the VENDOR COPY onto the corresponding campus Title I Excel Spreadsheet(s) in the "Expenditure" column.
 - a. Note: The "Expenditure" column will override the "Encumbrance" column in the spreadsheet.
25. Campus Audit Trails and Title I Excel Spreadsheets are distributed monthly by the Secretary of Federal & State Programs to the campus secretary through the intercampus mail. Prior to distribution, the Secretary of Federal & State Programs compares the campus Expenditure Audit Trail and the district copy of the Title I Excel Spreadsheets.

Newton Rayzor Elementary		2118-11-00-107-24-000-6400		Travel/Registration Instructional (Student)				
Date Ordered	PO# or Check Req	Vendor Company	Description	Object Code	Date Received	Encumbrance	Expenditure	Balance
Beginning Balance								6.00
08/28/17	18004659	Denton ISD Transportation	2nd Grade - City Hall - 10-18-17	6494	N/A	358.50		-358.50
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BUDGET AMENDMENT INCREASE FROM 2118-01-00-107-24-000-6100							8,000.00	5,915.50
10/26/17		Denton ISD Transportation	KDG - Dallas Children's Theater	6494		799.50		5,116.00

PENTAMATION ENTERPRISES, INC.
 DATE: 11/11/2012
 TIME: 08:06:12

DENTON ISD
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1
 AUDIT21

SELECTION CRITERIA: orgn.fund='2113' and orgn.orgn3='107'
 ACCOUNTING PERIODS: 1/13 THRU 5/13

SORTED BY: FUND, ORGANIZATION, SUBOBJECT, FUNCTION, 1ST SUBTOTAL, ACCOUNT, PROGRAM INTENT

TOTALS ON: FUND, ORGANIZATION, SUBOBJECT, FUNCTION, 1ST SUBTOTAL

PAGE BREAKS ON: FUND, ORGANIZATION, SUBOBJECT

FUND - 2113 - TITLE I

BUDGET UNIT - 2113110010724000 - RAYZOR INST ACCEL ED

ACCOUNT	DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
2113-11-00-107-24-0-00-2113110010724000 - RAYZOR INST ACCEL ED										
6309					HOST-SUPPLIES & MATERIALS	.00	.00	.00	BEGINNING BALANCE	
	06/28/12	11-1				.00			POSTED FROM BUDGET SYSTEM	
	07/23/12	13-1				13,154.00			TITLE I PART A	
	08/28/12	18-1				2,089.00			CORRECTIONS	
			348							10,074.00
TOTAL HOST-SUPPLIES & MATERIALS										
6329					READING MATERIALS	.00	.00	.00	BEGINNING BALANCE	
	06/28/12	11-1				.00			POSTED FROM BUDGET SYSTEM	
	11/06/12	17-5	13007325-01		015814 POLLETT LIBRARY			3,657.10	SEE ATTACHED LIST OF 261	
	11/06/12	17-5	13007325-02		015814 POLLETT LIBRARY			272.22	TOTAL CATALOGING & PROCES	
	11/07/12	17-5	13007565-01		1012472 LEARNING A-E			629.65	LEARNING A-E, 7 CLASSROOM	
	11/07/12	17-5	13007565-02		1012472 LEARNING A-E			.00	SUBSCRIPTION ORDER # 3257	
	11/09/12	17-5	13007644-01		1001553 PEARSON LEARNING			2,563.76	DRA2 KIT, K-3 COMPREHENSIVE	
	11/09/12	17-5	13007644-02		1001553 PEARSON LEARNING			1,782.35	ELD2 K-6 COMPREHENSIVE PK	
	11/09/12	17-5	13007644-03		1001553 PEARSON LEARNING			.00	NO SHIPPING CHARGES	
						.00		8,905.08		-8,905.08
TOTAL READING MATERIALS										
6398					TECHNOLOGY SUPPLIES	.00	.00	.00	BEGINNING BALANCE	
	06/28/12	11-1				.00			POSTED FROM BUDGET SYSTEM	
						.00		.00		.00
TOTAL TECHNOLOGY SUPPLIES										
6399					GENERAL SUPPLIES	.00	.00	.00	BEGINNING BALANCE	
	06/28/12	11-1				.00			POSTED FROM BUDGET SYSTEM	
	09/13/12	17-3	13003854-01		1012756 GREAT SOURCE WEB			257.99	EDC CALENDAR MATH CR COMP	
	09/13/12	17-3	13003854-99		1012756 GREAT SOURCE WEB			25.79	ESTIMATED SHIPPING/HANDLI	
	09/13/12	17-3	13003855-01		093548 OFFICE DEPOT (AC			10.30	SMEAD COLOR FILE FOLDERS	
	09/13/12	17-3	13003855-99		093548 OFFICE DEPOT (AC			5.99	ESTIMATED SHIPPING/HANDLI	
	10/04/12	17-4	13003854-01 402050		1012756 GREAT SOURCE WEB		257.99		EDC CALENDAR MATH CR COMP	
	10/04/12	17-4	13003854-99 402050		1012756 GREAT SOURCE WEB		25.79		ESTIMATED SHIPPING/HANDLI	
	10/16/12	17-4	13005922-01		093548 OFFICE DEPOT (AC			18.20	3M 901 HIGHLAND PLAN TRAN	
	10/16/12	17-4	13005922-02		093548 OFFICE DEPOT (AC			5.76	RAND MONALLY M-SERIES WAL	
	10/16/12	17-4	13005922-03		093548 OFFICE DEPOT (AC			179.75	KEYSPAN EASY PRESENTER (B	
	10/16/12	17-4	13005922-04		093548 OFFICE DEPOT (AC			109.48	QUARTET CLR CRK BULLETIN	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

26. Upon receipt, the campus secretary compares the campus copy of the Title I Excel Spreadsheet to the copy of the campus Expenditure Audit Trail and corrections are made accordingly.

27. The campus secretary compares the Expenditure Audit Trail to the campus copy of the Title I Excel Spreadsheet. Any discrepancies are to be discussed between the campus secretary and the Secretary of Federal & State Programs.