

**Important Notice:** *With budget cuts of 14% to 20% for 2005, we cannot promise funding for a spring field trip at this point.*

## **Region IV AVID Program** **Fall 2004 College Field Trip Procedure**

**Submit an original invoice with AVID Region IV as the party being billed.**

**Bill to: AVID Region IV, CCCOE, 77 Santa Barbara Rd., Pleasant Hill, CA 94523**

- Original invoice must be received by Monday, November 29, 2004. **This date is firm.**
- We cannot pay faxed invoices, copied invoices or 3<sup>rd</sup> party invoices (the party being billed can ONLY be Region IV; we cannot accept a bill that has a different name in the bill to space such as your school).
- Transportation companies may invoice us directly. It cannot be for over \$500.
- Invoice needs to include the date and destination of the field trip. The fall 2004 field trip money is for **college and university visits only**.
- If a school or district is invoicing us, a copy of the transportation bill must be enclosed.
- The bill to us cannot be over \$500. If the bill is over \$500, and you want us to pay \$500 of it, please contact Sara Lagasse about the correct procedure (925-296-1425; [slagasse@cccoe.k12.ca.us](mailto:slagasse@cccoe.k12.ca.us)).
- Items such as BART tickets, train tickets, etc. must be paid by the school or district. AVID Region IV can then be invoiced for these expenses. The invoice must say what is being paid for and copies of the item(s) being reimbursed must be included (ex. copies of tickets).
- AVID Region IV cannot pay for food.
- Canceled trips will not be reimbursed.

**Provide a roster of the students who actually attended field trip.**

- This is after the field trip and represents only students who went.
- The list may be faxed.
- If using a school roster, mark those who attended. If all students attended, mark that on the class list.

**Using the fall 2004 field trip money to assist spring 2005 field trips.**

- Only bus transportation will be covered.
- As outlined above, AVID Region IV must receive an original invoice from the school, district, or transportation company.
- If the school or district is billing us, a copy of the bill from the transportation company must be included.
- The amount cannot be over \$500.
- This is for a college field trip only.
- We must receive the original invoice by Monday, November 29, 2004. **This date is firm.**
- The field trip must be completed by April 30, 2005.
- Caution: Failure to submit a roster of the students who went on the trip by May 7 will result in CCCOE billing back for the money. Please see the roster guidelines above.

If you have any questions, please contact Sara Lagasse at (925) 296-1425 or email her at [slagasse@cccoe.k12.ca.us](mailto:slagasse@cccoe.k12.ca.us).