

Fine Arts AISD Transportation Information

- I. **Vehicle Trip Requests** are completed on-line. If the Fine Arts office is providing your transportation, fill out the Transportation Request form located on Google Drive and email it to Meghann.Kilchrist@abileneisd.org.

A Transportation Request form must be complete in order for the trip to be entered.
A confirmation of the trip request will be emailed to you. Please review the request confirmation ***carefully*** to catch any potential errors.
- II. **Transit bus** reservations need to be requested through your campus secretary unless it is *above-district travel*. If so, complete the Transportation Request form through the Fine Arts office (see above).
- III. **Charter bus** reservations need to be requested through your campus secretary unless it is *above-district travel*. Every effort will be made to utilize transit buses before charter buses are rented. If a charter is required for above-district travel, please contact Rene Braye (Laura) in transportation to make the reservation (***copy Meghann Kilchrist on all communication regarding the charter***), a requisition will need to be entered for the charter ***prior*** to the trip by the Fine Arts office.
- IV. **Travel Request/Expense Statement**
 - A. **Mileage – Every effort will be made to combine riders to meetings and conferences.**
If you are driving your personal car and wish to be reimbursed for mileage (please obtain prior approval), use the *Abilene Independent School District Official Mileage Schedule*. This document can be accessed on the Fine Arts Google Drive. Record the allowable round-trip mileage from the *Abilene Independent School District Official Mileage Schedule* in the “Actual Expenses” column.
 - B. **Other expenses**
Itemized receipts are required for any other expenses that are reimbursable (fuel, parking, toll roads, etc.). You will not be reimbursed without the necessary **itemized** receipts.
- V. **Above-District Travel** requests need to go through Meghann Kilchrist per a Transportation Request form located on Google Drive.