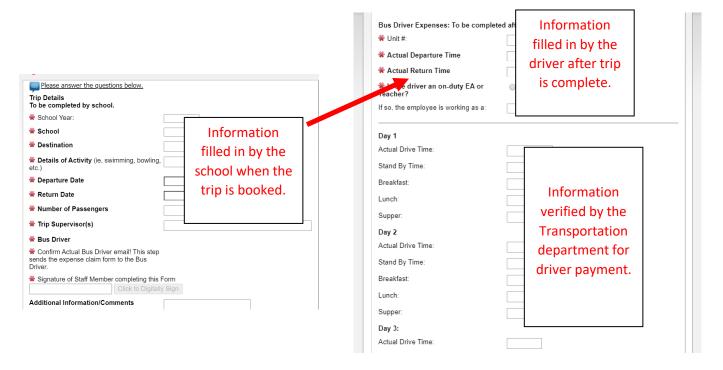
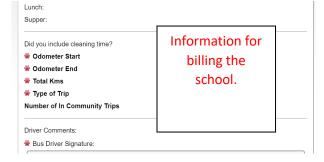
STEP 5 – Entered by Principal

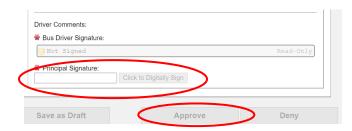
Once the trip is complete the principal will review trip form with driver trip dates, times and KMs comparing them to the dates, times and destinations previously booked by the school, any discrepancies should be discussed with the staff member at the school that booked the trip. Discrepancies that can not be explained by school staff need to be reported to the Transportation Admin Assistant before the trip is signed off on by the principal.



The school is billed \$0.90 per KM for all out of community trips or a flat rate of \$30.00 for in town trips (less than 35kms) by the principal approving the form they are approving the school to be billed for the KMs.



Principal Special Event Information



Principal Signature - type first and last name - *click to digitally sign*. Click *Approve*

Special Event Conveyance forms follow the same path of approval in Applitrack as other forms such as leave requests. Therefore, if a principal book a Special Event the approval is sent to the superintendent. Whenever possible have other staff book trips in Applitrack so the school expenses stay within the school for approval.

Special Event Conveyance forms have replaced the old paper forms drivers would bring to the school to submit to payroll. Failure to sign off on the forms in a timely manner not only delays the accounting process it also delays the forms reaching payroll for driver payment.

Once the principal has signed off to approve the Special Event Conveyance form it is sent back to Transportation to review the driver expenses including hours and meals before being sent to Meadow Lake accounting and payroll departments.