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**DR. KANDACE BETHEA**  
*Superintendent*

To Bookkeepers  
From: Angel Cooper., Director of Finance

Cc: Dr. Bethea

**REVISED PROCEDURE FOR ATHLETICS AND FIELD TRIPS TRAVEL**

As always, fill out the field trip form and get all necessary signatures as required. **This year all athletic travel and all other athletic expenses are to have Mr. Jason Jordan's signature as well as all others required.**

This year I am requiring that for each trip, a Requisition be entered for the driver/drivers and a separate Requisition be entered for the bus usage (mileage). Also I am requesting that the following account structures be used:

Driver/drivers--- ???-271-130-????-??? (The object code here is o/t/other pay)  
????-271-130-????-??? (The object code here is o/t/other pay)

Bus Usage (mileage)--???-271-332-????-???  
--???-271-660-????-???

Also once travel form is returned with all signature approvals the requisitions can be entered. When requisitions are approved for PO's please print POs.

**Send a copy of the driver/drivers PO with travel form attached to Jessica Lawrence. Send the yellow PO copy for driver/drivers with travel form and map-quest travel directions attached to the Transportation Office, ATTN: Sharon Covington.** Once trip has been completed and driver has turned in required timesheets the Transportation Office will process bus driver trip pay. When bus driver trip pay process is complete, the Transportation Office will send trip payroll documentation to Jessica. Jessica will verify and match bus driver trip pay to her open POs. After verification Jessica will submit bus driver trip pay to Norma for payment. Once payroll has been completed Jessica will then close all trip pay POs paid during the pay period.

**Send the yellow copy of the bus mileage usage PO, copy of travel form and a map-quest mileage/direction report to Pam McDaniels.**

If you have any questions or concerns please call or email.

**(NOTE: a mapquest mileage/direction report should be submitted with the original trip form. The mapquest report will be the official mileage document for each trip).**