

# Paying for a Field Trip & Bus

(with non-activity funds)

1.

- Call the Field Trip Location & Schedule your Field Trip. Be sure to ask for any necessary information such as reservation confirmation number and a quote for the cost.
- Call the Bus Company to reserve your bus for the Field Trip.
- Visit Transportation on the APS webpage for a list of bus contractors.

2.

- Will you be paying for the Field Trip with a P-Card?
  - Yes - Send the Executive Director of Procurement an e-mail to request approval to use the P-Card for your Field Trip. (\*\*Ensure the staff member going on the field trip has the P-Card on the day of the event.)
  - No - see step 3.

3.

- Will you be paying for your field trip and bus service with a Purchase Order?
  - Follow the regular process for entering a requisition.
  - you must have an quote
  - We recommend that you enter the requisition **at least 2 months in advance** to ensure there is enough processing time and availability for your field trip location and bus service.

## Quick Tips:

- Explora – This vendor accepts CKRs. – Please call 224-8341 to speak to the Reservation Specialist, or see their website: <http://www.explora.us/en/educational-programs/field-trips/>
- Meowolf – This vendor accepts P-Cards or CKR – Please call 505/395-6369 at least 2 weeks in advance.
- ABQ BioPark – This vendor accepts POs, P-Cards or CKR – Please call 764-6272 at least 2 weeks in advance.
- Museum of Natural History – Please call 841-2800 opt. 5 in advance.



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