**Tips for the Vocational Transportation Form**

Listed below are helpful advice for accurately submitting the Vocational Transportation form data to Kentucky Department of Education (KDE). The cost for vocational transportation is usually more than the funding appropriated by the General Assembly in the biennial budgets.

Tip #1-As you enter your trip determine what type of trip it is, such as a one-way trip or a round trip.

 1. A one-way trip - do not check the box

 2. Round trip - check the box

Tip #2-As you enter your trip mileage determine the one-way mileage to be reported.

1. If you do not check the box KDE’s formula for the mileage is to multiply the mileage by 1 (one-way trip)

2. If you do check the box KDE’s formula for the mileage is to multiply the mileage by 2 (round trip)

Tip #3-As you enter the driver’s hours per trip determine the one way time to be reported

1. If you do not check the box KDE’s formula for the driver’s hour is to multiply the mileage by 1 (one-way trip)

2. If you do check the box KDE’s formula for the driver’s hour is to multiply the mileage by 2 (round trip)

Tip #4-Training Sites are permissible but not competitions or field trips.

Do not forget to add the training sites. Competitions or field trips are not allowable but training sites are permissible for reimbursement. The same tips above will apply to a training site.