

STUDENT TRAVEL

FMG (R)

APPROVAL FOR OVER NIGHT TRIPS

Students may be permitted to take school-sponsored overnight trips for instructional purposes, activities of school-sponsored or sanctioned clubs or organizations, and UIL or other sanctioned competitions. Prior approval via an approved purchase order for all travel, including prepaid expenses, shall be obtained before any expenses are incurred. The Superintendent must approve all out of town student travel. If the travel is out of state, Board approval is required.

NON-DISTRICT PASSAENGERS

Every non-district person (parent, chaperones) or non-district student passenger must obtain an approved Parent Release Form (CNC (R) Exhibit) or Volunteer Clearance Form (GKG (R) Exhibit) from the principal or administrator prior to the event. A copy of the approved volunteer form must on file with the Principal's office.

Approvals will not be granted for any trip without district authorized background check or without meeting the district parent volunteer criteria.

REGISTRATION FEES

Registration forms or fee requests must be submitted prior to any district travel. All forms must be completed and approved before any arrangements or fees are paid.

ADVANCED REIMBURSEMENTS

Advances for student travel will be made to the trip sponsor. Student meal allowances will also be advanced to the sponsor and all receipts for meals must be returned to clear the trip. Personal expenses for baggage handling, tips, laundry, personal phone calls, movies, or liquor will not be reimbursed. If tips are given they should not exceed the customary amount and are included in the per diem. Meals charged to the room account will be deducted from the meal allowance. Meal allowances for students will be as follows:

Breakfast: \$6 Student must be away from campus from 6:00 A.M. through 11:00 A.M.

Lunch: \$8 Student must be away from campus from 11:00 A.M. through 2:00 P.M.

Dinner: \$10 Student must be away from campus from 3:00 P.M. through 8:00 P.M.

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Sponsors are encouraged to call ahead and make arrangements for meals that can be paid using the above amounts. Restaurants are familiar with school allocations and will normally provide meals at the per diem rate. Sponsors may include costs for themselves as well as bus drivers or any additional staff members required to travel with the student group.

DRIVERS LICENSE

All district employees who operate a district vehicle will be subject to a drivers license check by submitting a valid copy of their driver's license.

SETTLEMENT

Receipts must be submitted for all student travel costs. Receipts may not be handwritten and must be clearly documented. Expenses must be cleared within 10 days after completing travel. IRS regulations require that advances and expenses be receipted or reported as income. Therefore, travel that is not settled within the designated time frame will result in a deduction from the sponsor's next regular paycheck totaling the amount of the advance plus any other District paid expenses.