A. The guidelines in the Travel Procedures manual apply to all travel, even that being funded by internal funds. The Travel Procedures manual is available on the Finance webpage.

B. <u>Individual Travel</u>

- 1. When reimbursing travel for an individual, the TDE (District personnel only) and Travel Reimbursement Forms shall be completed and kept at the school level rather than being submitted to the District Office.
- 2. The Travel Reimbursement Form shall be used as backup for the reimbursement check.
- 3. No expense money may be given to an employee in advance for an individual TDE trip.
- 4. The traveler may only be reimbursed after completing the proper paperwork.

C. Student Travel

- 1. When internal funds are used for <u>student travel</u> (hotels, transportation, entertainment, and meals with pre-determined prices) the expenses shall be paid by one of the following methods:
 - a. Internal funds check using the check advance method,
 - b. District purchase order,
 - c. District VISA, or
 - d. District Car Rental Card (AVIS as of July 2009).
- 2. Required chaperone expenditures are considered a part of student travel.
- 3. If it is not possible to determine the expenses in advance, such as when paying for most meals, the sponsor may receive a cash advance.
- 4. When a school travels to out-of-state locations, they will be responsible for the hotel sales tax. The school has the option of applying to the State for a "Non-Profit Exemption Certificate" prior to travel. The "Non-Profit Exemption Certificate" cannot be issued to our District. It can only be issued to the specific school which is renting the out-of-state hotel room(s). The application process takes approximately six weeks; therefore, schools wishing to use this option will need to apply for the certificate at least two months prior to the planned trip. The application must be filled out completely and a letter (on letterhead) from the Principal of the school must be attached explaining the reason for the request.

- 5. The following are some examples of proper documentation:
 - a. Meal Allowances for Student Travel Students may be given meal allowances up to the maximum amount allowed per the District's travel procedures. A form may be prepared containing the information about the trip. The students' signatures would be included to show they were on the field trip. The chaperone would then mark each column as funds are distributed and sign the form at the bottom. This would serve as the receipt for meal allowances. (See Sample: Meal Allowances for Students)
 - b. Meals Paid for by the Sponsor The sponsor may pay for the students' meals directly using a cash advance. The school is required to pay sales tax for meals when traveling. The sponsor would turn the receipt in to the bookkeeper.
 - c. Hotel Expenses for Student Travel The rooms may be *guaranteed (not paid)* with the bookkeeper's District VISA card or the sponsor's personal credit card. The sponsor would then contact the hotel and ask for a detailed quote to be faxed to the school. This quote would be attached to the Check Requisition, and the check would be written. The sponsor would obtain an itemized paid receipt from the hotel showing a breakdown of all charges.
 - d. Admission to Tourist Attractions The sponsor would contact the attraction and ask for a detailed quote to be faxed to the school. This quote would be attached to the Check Requisition, and the check would be written. The sponsor would obtain a receipt upon entrance to the attraction.

Sample: Meal Allowances for Students

ANY SCHOOL – DRAMA FIELD TRIP NOVEMBER 7, 2005

Meal allowances were distributed to the following students:

Student's Name	Student's Signature	Breakfast - \$3.00	Lunch – \$6.00	Dinner - \$12.00
Brown, Sally	Sally Brown	X	X	X
Doe, Jane	Jane Doe	X	X	X
Smith, John	John Smith	X	X	X

<u>Ima Chaperone</u>	<u>November 7, 2005</u>
Chaperone	Date