

Student Travel Expenses

JQ-R-2

Effective **August 1, 2017**, expenses for student travel will be administered in the following manner:

1. Part of the travel and lodging expenses shall be furnished by the district. Administrators and sponsors shall arrange for the most economical and most reasonable methods of providing travel and lodging arrangements.
2. It is encouraged that meals for field trips and extra-curricular travel be provided. In an effort to reduce travel time and costs, whenever possible, coaches are encouraged to pack coolers or provide sack lunches prepared by the lunchroom. Individual students will not be charged for sack lunches.
3. Meal and lodging expenses are paid by the school district for only those activities which are WHSAA-sponsored, culminating events or WHSAA-sponsored overnight trips. Teams are limited to two (2) overnight trips per regular season. It is the responsibility of the student to pay for the first meal out.
4. Meal allowances paid for by CCSD#1 shall not exceed a maximum of **\$10.00** per meal per student, with a limit of two (2) meals per day. However, with principal approval, meal limits may be combined with a daily limit of \$20 (i.e. \$5 for lunch and \$15 for supper or a single meal not to exceed \$20 at state events). Should a student desire to spend more, (s)he must pay the difference at the time of the purchase. Sponsors accompanying students are limited to the same cost level.
5. Remind all vendors that school district purchases are tax exempt.
6. Tips and gratuities can be included on purchase orders, which may not exceed 15% of the non-taxed total.
7. Sponsors, when submitting purchase orders for payment of expenses for their groups, shall attach a roster of students, coaches, and bus driver(s) participating in the activity to each purchase order submitted. It is the responsibility of the coach/sponsor to revise trip sheets to accurately reflect actual meals purchased.
8. Itemized receipts, tickets, or invoices must accompany each purchase order. Multiple listings on such documents are acceptable.
9. It is the responsibility of the building principal and/or the coach/sponsor to insure that meal allowances are not exceeded.
10. The meal allowance may be subsidized with money from student activity accounts as approved by the principal.

Effective: August 17, 1995

Revised: May 20, 1999

Revised: March 16, 2000

Revised: August 1, 2006

Revised: August 18, 2016

Revised: August 1, 2017

Revised: October 1, 2017