

CANTON ISD

PROCEDURES: STUDENT TRAVEL (INCLUDING ABOVE DISTRICT)

It is the intention of the Canton Independent School District to advance its employees for all reasonable travel related expenditures incurred while accompanying students representing the district at school sponsored events. (School Board Policy FMG). **However, travel expenses incurred due to the fault of the Sponsor, such as late registration, cancelled flight, etc. are not considered to be reasonable or necessary; therefore, all such expenses shall be paid or reimbursed by the traveler.** Any in-state overnight trips taken by student organizations and other student groups shall require approval from the principal.

The District has a separate budget for “Above District” events that meet the following criteria:

- A UIL competition approved by the Campus Principal that is appropriate for the grade level.
- Must have won a preliminary competition to advance to this level.
- Must have known in advance of the qualifying event that the competitors would be attending.

FUNDING OF STUDENT TRAVEL

Campuses/Departments are encouraged to budget for all known competitions and athletic events. Budgeted funds may be supplemented by Campus/Department and student activity funds as well as fundraising proceeds and booster club donations.

ENTRY FEES – Purchase Order Must Be Submitted

Campus budget funds can be used to pay for any entry fees associated with competitions for CISD Students. For any expenses that will be invoiced, a Purchase Order must be submitted. For any expenses for which a check is required, the form must be forwarded to the Business Office.

Above District funds will pay competition entry fees for team members, UIL approved alternates, and employee sponsors/chaperones for those team members who are competing in the post district competition event only.

TRANSPORTATION:

CISD Student events are given first choice for District vehicles to travel for all above district events. Every effort should be made to secure a District vehicle as soon as the Sponsor is aware of the need. The Transportation Director will determine what vehicles needed to transport students to events.

Above District use of a Charter Bus

- Any extra or co-curricular activity that chooses to use a charter bus to travel to an “above district” event will be provided funding from the district, funds equal to the cost of using a district school bus and driver.
- Any organization that advances to “State” or “National” level will receive the cost of a district bus and driver, along with funding equal to \$20 per student participant. Additional funds that may be needed to secure a charter bus can be acquired through fundraising, private donations, or booster club organizations.

CANTON ISD

PROCEDURES: STUDENT TRAVEL (INCLUDING ABOVE DISTRICT)

- Sponsors, Coaches, or Chaperones wishing to use a form of transportation separate from the group must fund their transportation costs from sources other than above district funds.

LODGING – [Sponsor and Student Travel Form](#)

Budget funds can be used to pay for lodging for all competing team members and employees that serve as sponsors. **Rooms should be booked as soon as possible** and must be shared when possible. A completed [Sponsor and Student Travel Form](#) (approved by principal/supervisor) must be submitted at least 14 calendar days prior to the travel date.

Above District Fund will pay for a minimum of 4 students of the same gender per room. If a campus/department allows for less than 4 students per room, they are responsible for the difference for authorized travel from their activity funds only. When traveling with student groups out of the district the completed [Sponsor and Student Travel Form](#) (approved by principal/supervisor) must be submitted **as soon as the group advances** (or no later than 14 days prior to travel).

Lodging expenses will be paid for the day before the event is to be conducted provided that the stay is required in order to be at a scheduled meeting on time. The maximum nights of lodging shall be based on the start and end times of the travel event and the distance of the travel location. Lodging costs that exceed the required minimum shall not be deemed necessary or allowable travel costs. For example, if an event in Austin has an 11:00 AM or later start, the night before lodging costs would not be reasonable, necessary or allowable travel costs. The District will pay the following rates for hotels in the cities listed:

• <i>Austin</i>	• \$135
• <i>San Antonio</i>	• \$120
• <i>Corpus Christi</i>	• \$114
• <i>Galveston</i>	• \$99
• <i>Houston</i>	• \$131
• <i>Waco</i>	• \$93
• <i>Round Rock</i>	• \$96
• <i>Fort Worth, Grapevine, Arlington Areas</i>	• \$141
• <i>All other Areas</i>	• \$90

If the rooms are booked through a housing site, the options list with pricing must accompany the request. The District will only pay the lowest listed room rate. Exceptions to the room rates must be approved by the Superintendent.

Lodging costs such as movies, gym facility, spa or other non-essential costs are not allowable for reimbursement or payment with any district funds. **Hotel and travel websites such as Hotels.Com, Expedia, Travelocity, etc. shall not be used to make hotel reservations if the website requires pre-payment of the hotel stay.** A detailed lodging receipt must be submitted upon return **within 5 days** after the travel event.

CANTON ISD

PROCEDURES: STUDENT TRAVEL (INCLUDING ABOVE DISTRICT)

PARKING COSTS – (Reimbursement Form)

The District will reimburse parking costs associated with the authorized travel. Valet Parking will only be funded if self-parking is not an option at the hotel. Original Receipts must be provided for reimbursement to occur.

MEALS – (Sponsor and Student Travel Form & Signed Meal Form)

Meals for students, sponsors or coaches will be reimbursed on a Per Diem basis in accordance with the schedule provided below. **Per Diem Meal Reimbursement does not require receipts.**

A meal included by the hotel, will result in a corresponding deduction to the per diem amount.

Sponsor Allotments

Breakfast: \$7.00	Lunch: \$8.00	Dinner - \$15.00
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Student Allotments

Breakfast: \$5.00	Lunch: \$7.00	Dinner - \$10.00
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The day of departure and return only qualify for a maximum of two meal reimbursements and shall be adjusted based on the time of departure and return as noted below:

- Lunch allocation, departure must be prior to 1:00 PM and be necessary for arrival at the event.
- Dinner Allocation, departure must be prior to 6:00 PM, or return to CISD past 7:00 PM.

District Non-Allowable Travel Expenses:

- Incidental Expenses such as dry cleaning, supplies for the event.
- Fees and Expenses of persons performing contract services with no chaperone duties for the event. (i.e. choreographers, accompanists, etc.)
- Bus Driver expenses when chartering a bus.
- Entertainment expenses, such as in-room movies, fee-based hotel amenities such as gyms, spas, etc.
- Expenses for spouses or other non-district employees
- Travel expenses for Campus Administrators not performing chaperone duties to attend the event. (These expenses should be paid from the appropriate campus or department budget)
- Events used as practice, experience, or warm-up.
- Other student (s) or student organizations – Unrecognized or non-district sponsored.
- Snacks, treats, vending machines purchases.