

I. Procedure Name: Requesting Student Academic Travel Funds for Transportation

District approved student travel reimbursement is **limited to transportation** (not meals or hotel expenses) to those activities that support the academic classroom. These funds are not designed for clubs or athletic travel. To be eligible for financial support, the following criteria must be met:

- Student/group must represent the district at a state or national competition/performance.
- Student must be enrolled in course related to travel.
- The activity must be open to every eligible school.
- The request must be made through the subject area specialist no later than October 31.
- The subject area specialist must approve the request.
- No funds will be issued prior to trip. These funds are for reimbursement **ONLY** so please plan accordingly.

Transportation:

- Student/group *must* travel on district transportation if provided.
- Quote for transportation must be attached, as well as an agenda for event.
- If transportation is not provided, the student would receive a stipend toward **transportation costs**. Reimbursement of transportation will vary based on location of event.
- The appropriate school representative and/or specialist will coordinate travel between multiple schools attending the same event.
- One (1) charter bus **OR** a maximum \$125 per student stipend, **whichever is less**, will be provided **for transportation only**.
- A maximum of \$300 per teacher will be allocated, depending on the location of the event (transportation, hotels, and meals only). Only \$200 allocated (hotel and meals) if a charter bus is being provided.
- If a charter bus/rental van(s) is provided, then **no** teacher/student stipend for transportation will be allowed.
- Any travel changes must be made **in advance** and must be **approved** by the subject area specialist and high school level director.

International/National Competition

- Winners of regional/state competitions that move on to national competitions will be provided the **cost of transportation**.
- The appropriate subject area specialist will coordinate travel.

II. Basic Procedure:

The sponsor of the organization that is to travel will fill out the Request for Student Travel Funds form and send it to the appropriate subject area specialist. If the specialist approves the travel request after vetting it against the guidelines, the specialist will forward the request form to the High School Director. Once approved, a memo from the High School Director explaining the reimbursement process will be prepared and returned with the approved Request for Student Travel Funds form to the subject area specialist. This memo will include the budget coding from which the travel costs will be paid.

After the trip, the school will request reimbursement. All required documentation/receipts must be scanned and attached to the check request in Skyward.

[STUDENT TRAVEL GUIDELINES](#)
[NON EMPLOYEE TRAVEL GUIDELINES](#)

III. Contingencies/Variations:

1. If you cannot confirm all details of academic travel before the deadline, you must still submit request with as much information as available at that time. For example, you know you are taking student(s) to history fair but will not know until the event if student(s) will progress. You must still submit request by October 31 with possible trip(s).