

- I.** Procedure Name: Travel for High School Athletic Teams (including football)
- II.** Basic Procedure: The school shall request reimbursement of travel for competitive athletic events sanctioned by FHSAA after district playoffs that take place beyond Santa Rosa County. Reimbursement will be as follows:
 - 50% of cost of meals
 - 50% of cost of transportation
 - 50% of cost of lodging
- III.** The reimbursement request should be in the form of a memo from the principal to District Athletic Director. Upon approval, District Athletic Director will forward the school's reimbursement request to the Director of Budgeting for processing. Details should include itemized costs (transportation, lodging, meals) of trip.
- IV.** Contingencies/Variations:

If there are special circumstances that require additional funding the school cannot support, the principal should submit a written request to the District Athletic Director. The District Athletic Director and the Director of High School Education will review the request and, if approved, will submit to Executive Staff for consideration.