

Lyford CISD



Travel Manual

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I. EMPLOYEE TRAVEL

“An employee shall be reimbursed for reasonable, allowable expenses incurred in carry out District business only with prior approval of the employee’s immediate supervisor. Reimbursements for authorized travel shall be in accordance with legal requirements.” *See Exhibit “A” –Board Policy DEE (Local).*

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses in accordance with legal requirements. Actual and necessary travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal per diems (only when overnight stay is necessary) and registration costs. When filling out a travel request form (*See Exhibit “B”- Travel Request Form*) the conference registration form and/or itinerary must be attached to the travel request form. The request form shall be turned in to the supervisor and Superintendent for approval. When a group of school district employees are traveling together to the same place and attending the same meeting one travel request form may be filled out for all attendees.

A. Legal Requirements for Travel

Mileage

Mileage reimbursement rate for travel is at \$0.48 per mile.

Mileage calculation method includes odometer reading (point to point method) or electronic mapping source ([Google Maps](#), [MapQuest](#), or another online mapping service).

Travelers must print out the driving directions provided by the site and attach to the local travel expense statement ([click here](#)) or report odometer reading to claim mileage reimbursement within the district area.

For travel outside the district area driving directions should be attached to the travel request form.

Lodging

The maximum amount per night per person will be determined by city as indicate on the Federal Rate Schedule. Cities not on the schedule use County, if County is not listed use \$85.00 per night per person.

Meals

The per diem allowance for individuals with overnight travel shall not exceed \$36.00 per day.

Reimbursement of meals for partial days related to overnight travel will be based on the following allocation.

Individuals leaving prior to 7:00 a.m. may receive a breakfast allowance and those returning after 7:00 p.m. may receive a dinner allowance.

- Breakfast \$ 7.00
- Lunch \$12.00
- Dinner \$17.00

B. Travel Authorization

Travel approval is required for all travel. A travel request form must be submitted to the supervisor and Superintendent or designee at least two weeks prior to the schedule travel. Superintendent will sign the travel request form for final approval of travel.

C. Funds Availability

Administrative staff, principals, department directors and supervisors will be responsible for ensuring funds are available to cover the schedule travel. If the account number listed on the travel request form shows insufficient funds, the travel request will not be approved.

D. Purchase Orders & Check Availability

“For any authorized expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures” *See Exhibit “A” –Board Policy DEE (Local).*

All requisitions (regardless if it is paid through the District or Student Activity Funds) must have all supporting documents before they are submitted to the business office for check processing. The requisition shall be submitted on the ITCCS system and the copy of the requisition shall have the attached documentation:

- Completed Approved Travel Request Form with appropriate signatures
- Approved Request for Approval of Out-of Classroom Activity (Exhibit F)
- Approved Request for Overnight Trip (if necessary) (Exhibit G)
- Mileage calculation odometer reading (point to point method) or electronic mapping source ([Google Maps](#), [MapQuest](#), or any other online mapping service) will be required before processing.
- Receipts for expenditures other than mileage and per diem.

Mileage, per diem and reimbursements will be paid upon return from the conference/meeting/seminar.

Expenses that require prepayment, such as registration fees, airline tickets, hotels and vehicle reservations can be made by completing a requisition on the ITCCS system and a copy of the requisition shall be forwarding to Business Office. The copy of the requisition system shall have the attached documentation:

- Completed Approved Travel Request Form with appropriate signatures

- Proper attachments on conference and/or workshop confirmation information indicating conference dates, agenda, times, and fee,
- An original registration form along with a copy if the original registration form is suppose to be mail out through the Business Office with a check if the requisition is for registration fees
- Conformation on airline tickets, hotel, and vehicle reservations if the requisition is for such expenses.

The requisition shall indicate when the check is needed, and notification if the Business Office will be mailing the check or if the employee will pick up the check.

Requisitions with supporting documents must be in the business office no later than Wednesday for a check to be ready by Friday of that week.

Travel plans must be made with sufficient time for check processing. If the requisition is not submitted on a timely basis, the employee will still be allowed to travel but all expenses will be reimbursed upon their return providing that all the necessary paperwork along with original receipts are attached to the requisition.

All travel receipts must be turned in and cleared with the business office before an employee attends another conference/meeting/seminar.

E. In-District Area Travel

District personnel who are required to use their personal automobiles for travel between schools and in the school district, student home visits, or for running errands for the District are eligible for reimbursement in accordance with legal requirements. A local travel expense statement may be filled out to claim mileage reimbursement. *See Exhibit "C"- Local Travel Expense Statement*

The date, purpose, to and from, odometer beginning and ending miles, and signature of employee is required to be filled out on the local travel expense statement. A requisition must be entered into the ITCCS system and the copy of the requisition along with the attached local travel expense statement should be turned into Business Office. No lodging or meals are provided for in-district travel.

Employees are required to submit mileage reimbursement each month and must be made on the local travel expense statement form with proper supervisor signatures. Reimbursement for mileage other than the prior month will need approval of the Business Manager.

Mileage out of the school district's boundaries or for those who occasionally attend a meeting or are required to attend school functions outside the district, which involves travel in a personal vehicle must fill out a local travel expense statement and attach it an approved travel request form to be reimbursed for mileage.

Employees attending meetings, in-services, and trainings, within the Lyford CISD District area, which is considered “Roma to Brownsville” will only be eligible for mileage reimbursement.

F. Out-of-District Area Travel

Prior approval is required for reimbursement for all out of district area travel

Personnel are encouraged to attend meetings and conferences related to their assignments and duties. Attendance must be regulated and the following guidelines have been prepared for those personnel attending meetings and conferences so that proper procedures are followed for securing approval and reimbursements. Travel outside the School District area must be pre-approved. Pre-approval shall include the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. The Superintendent or designee shall approve employee travel outside the school district area. Reimbursements for actual and necessary expenses will be allowed for travel outside the school district area if the employee received pre-approval for the travel. Pre-approved expenses for registration shall be limited to the actual cost of the registration. **If meals are provided by the conference/meeting a reimbursement/per diem shall not be claimed.**

Meals

The district will reimburse the per diem rates based on the local requirements for meals and shall not exceed \$36.00 per day.

Mileage Reimbursement

If an employee uses his/her privately owned vehicle while carrying out District Business, the employee is eligible for mileage reimbursement.

Lodging

Lodging will be provided for authorized travel at the actual cost of room but may not exceed the legal requirements for such area per person. Hotel taxes are separate from the actual lodging rate. City and County taxes must be itemized on the requisition to be included with payment. Employees should obtain a tax exempt certificate from the Business Office prior to travel to eliminate payment of non-applicable taxes. State Taxes will not be reimbursed to the employee if the employee neglects to provide the tax exempt certificate to the hotel. *See Exhibit “D”-Texas Hotel Occupancy Tax Exemption Certificate*

An itemized receipt should be turned in to the Business Office. The school district will not reimburse valet parking (unless mandatory), in-room movies, in-room food or beverage items, personal phone calls, or hotel Internet services unless necessary to perform job duties.

Transportation

a. Air Travel

Air travel will be authorized if it is determined feasible, efficient, and economically advantageous to Lyford CISD

b. Privately Owned Vehicle

The use of a privately owned vehicle is allowable when it is deemed the most feasible and economically advantageous for the district. Personnel of the School District who are required to use their personal automobiles for travel between schools and in the school district are eligible for reimbursement at the rate equal to the current rate limit as per legal requirements. The use of a privately owned vehicle must receive prior approval by the immediate supervisor. Toll fees and parking fees will be eligible for reimbursement with original receipt. Credit card receipts will not be accepted for gasoline reimbursements unless it is an itemized receipt indicating a gas purchase. Employees traveling alone will be paid an amount equal to the most economical airfare available if they choose to use their vehicle instead of flying to their destination. Gas cards are not allowed to be used for private owned vehicles since employee will claim mileage reimbursement.

c. School District Vehicle

If requesting to use a school vehicle four passengers or more must be traveling together. Employees must check with the Transportation Department in sufficient time to reserve a vehicle and to check out a gas credit card. *See Exhibit "E"-Transportation Department School Bus/Van Requisition.* The district gas credit card can be used to purchase gasoline. If a school vehicle is not available, reimbursement will be at the legal requirements. The school district encourages car-pooling when employees are attending the same conference, function, or meeting. If an employee chooses **not** to use a school vehicle or car-pool; mileage will not be reimbursed to the employee. A copy of the gas receipt shall be turned in to transportation so the transportation department can make an adjustment to the charge for the use of the vehicle. The charge for the use of the school vehicle will be the same cost per mile as the mileage reimbursement rate as per legal requirements.

d. Rental Vehicles

The use of rental vehicles is allowable if it is economically advantageous for the employees to rent a vehicle. All rental expenditures must be approved by the immediate supervisor. The use of the District's gasoline credit cards shall be used when traveling in a rental vehicle. Mileage reimbursement will not be allowed when a vehicle is rented. Pre-approved expenses for transportation in a rental car are limited to the cost of a Class "C" rental car at a medium priced agency unless the number of people traveling on behalf of the school district warrants a larger vehicle.

Miscellaneous Travel Expense

Parking and other miscellaneous expenses will be paid by returning the receipts and accompanied by the travel request form. All original receipts for hotels, rentals and/or any miscellaneous receipts that were associated with the travel must be turned in upon travel arrival for reimbursement if approved. Charge slips are not considered original receipts

Cancellation Penalties

In some instances the employee will need to cancel his/her travel plans. If the employee does not attend a conference, he/she will be responsible for any cancellation fees.

II. STUDENT TRAVEL

Students may be permitted to take school sponsored trips for activities of sanctioned clubs or organizations, UIL, or other sanctioned competitions, recognitions, or special invitation.

A. Travel Authorization

Any request for an out-of classroom activity requires approval at least two weeks in advance by the Principal and Superintendent or designee. *See Exhibit "F"- Request for Approval of Out-Of Classroom Activity.* Out-of- District area overnight trips requires the Principal, Superintendent or designee, and/or School Board. *See Exhibit "G"- Request for Approval of Overnight Trip*

B. Funds Availability

Administrative Staff, Principals, and Department Directors will be responsible for ensuring funds are available to cover the schedule travel. If the account number listed shows insufficient funds, a budget transfer will need to be submitted before the requisition can be generated. The budget transfer must be submitted to the Business Office at least two weeks prior to the scheduled travel.

C. Parent Authorization

Before a student is permitted to go on a trip, a written permission slip must be signed by a parent or guardian. The permission slip must include a statement that releases the District and its employees from liability arising from a designated trip and shall be received from the parent or guardian of each student before the student is eligible to participate.

D. Meal Per Diem

A daily allowance up to \$18.00 will be allowed for each student traveling with-in the Region One area and up to \$24.00 for Out-of-Valley Travel

In-District Area Travel \$6.00 per meal

- Breakfast will be reimbursed if leaving prior to 8:00 a.m. or arriving after 10:00 a.m.
- Lunch will be reimbursed if leaving before 11:00 a.m. or arriving after 2:00 p.m.
- Dinner will be reimbursed if leaving before 5 p.m. or arriving after 7:00 p.m.

Out-of-District Area Travel is set at:

\$6.00 for breakfast

\$8.00 for lunch

\$10.00 for dinner

- Breakfast will be reimbursed if leaving prior to 8:00 a.m. or arriving after 10:00 a.m.
- Lunch will be reimbursed if leaving before 11:00 a.m. or arriving after 2:00 p.m.
- Dinner will be reimbursed if leaving before 5 p.m. or arriving after 7:00 p.m.

A Roster of Students receiving meal money or a group receipt from the restaurant will need to be submitted to the Business Office within 72 hours upon return of the field trip. *See Exhibit "H"- Money Disbursed to Student*

If meal arrangements are made with the restaurant and payment is made directly to the restaurant, a purchase order will need to be generated before the event. If the sponsor/coach chooses to pay for the meal as a whole group with the student's per diem, an itemized receipt from the restaurant can be turned in with any leftover change to the business office. A list of students and sponsors/coaches will need to be submitted along with the purchase order before payment is made to the vendor.

Per diems for sponsors/coaches when traveling with student will be the same as the students for out-of-classroom activity. For overnight trips the employee will be reimbursed a per diem as per legal requirements depending on the location of the trip.

E. Lodging

Lodging will be provided for authorized travel at the actual cost of room but may not exceed legal requirements plus applicable tax per person. Hotel taxes are separate from the actual lodging rate. City and County taxes must be itemized on the purchase order to be included with payment. Sponsors/Coaches should obtain a tax exempt certificate from the Business Office prior to travel to eliminate payment of non-applicable taxes. No hotel taxes will be reimbursed to the employee if the employee neglects to provide the tax exempt certificate.

F. Transportation

a. Privately Owned Vehicle

The use of a privately owned vehicle is not allowable and will not be approved for student group activities.

b. School Buses/Expedition/Car

School buses shall be available for school-sponsored activities that involve student and school employees. School organizations using buses for extracurricular activities and field trips shall reimburse the transportation department at a rate of \$2.55 per mile and the Expedition or car at \$0.48 per mile (effective January 1, 2011).

c. Charter Buses/Leased Vehicles

Other travel options include charter buses or lease of a vehicle or van. When renting a vehicle, the purchase of collision insurance offered by the lesser is required. A list of student traveling must be attached to the request for approval to rent/lease a van. Each occupant must wear a safety belt.

Lyford CISD can use passenger cars and vans to transport students as long as the vehicles are designed to carry no more than ten people.

III. BOARD MEMBER TRAVEL

“A Board Member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board’s request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.” *See Exhibit “I” – Board Policy BBG (Local)*

Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following method:

Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.

For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement. Reimbursement to Board Members for reasonable travel expenses for attendance at regional, state, or national conventions, conference, and workshops shall be made by the Education Code 45.10 (c)

IV. APPENDIX

Exhibit A – Board Policy DEE (Local)

Exhibit B – Travel Request Form

Exhibit C – Local Travel Expense Statement¹⁷

Exhibit D – Texas Hotel Occupancy Tax Exemption Certificate

Exhibit E – Transportation Department School Bus/Van Requisition

Exhibit F – Request for approval of Out-Of Classroom Activity

Exhibit G – Request for approval of overnight trip

Exhibit H – Money Disbursed to Student

Exhibit I – Board Policy BBG (Local)

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(LOCAL)

PRIOR APPROVAL
REQUIRED

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's immediate supervisor.

TRAVEL EXPENSES

Reimbursement for authorized travel shall be in accordance with legal requirements.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

DOCUMENTATION
REQUIRED

For any authorized expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures.

Expenses for meals shall be reimbursed on a per diem basis with no receipts required.

LYFORD CISD

TRAVEL REQUEST

Secretary Submitting Request _____ Date _____

Teacher Submitting Request _____ Date _____

Approval of the Superintendent is required before the principal and/or director makes any arrangements and/or commitments for travel of professional personnel. The information requested below is to be provided and will be used to decide whether or not the travel is approved.

Conference/Meeting Title _____

Conference/Meeting Sponsor _____

Date and Time of Departure _____

Date and Time of Return _____

Conference Location _____ Date _____

Participant(s) _____

List ways in which attendance will benefit participant(s) _____

Cost \$ _____ (Should not exceed district travel allowance)

Funding Code _____ Balance to date in this account \$ _____

Approval for attendance is partially contingent upon the teacher's willingness to share the knowledge/skills gained while attending this conference/seminar. His/her signature indicates that he/she agrees to share this information during inservice, as requested.

Secretary Signature

Date

Supervisor Signature

Date

Signature of Funding Authority

Date

Accepted

Superintendent

Rejected

Date

**LYFORD CISD
LOCAL TRAVEL EXPENSE STATEMENT**

I CERTIFY that this statement, the amounts claimed and the attachments are true, correct, and complete to the best of my knowledge and belief, and that payment for the amount claimed has not been received.

Signature of Traveler _____

Date _____

Summary all pages →

Total Miles	0.0	0.48	\$0.00
		Other	0.00
		Grand Total \$	0.00

For each trip include: points of travel, purpose (presenter/etc.) in detail and contact person.

DATE:	ODOMETER Beginning:	Ending:	=	0.0	\$	0.480	\$0.00
FROM:							
PURPOSE:							
CONTACT:							

DATE:	ODOMETER Beginning:	0	Ending:	=	0.0	\$	0.480	\$0.00
FROM:								
PURPOSE:								
CONTACT:								

DATE:	ODOMETER Beginning:	0	Ending:	=	0.0	\$	0.480	\$0.00
FROM:								
PURPOSE:								
CONTACT:								

DATE:	ODOMETER Beginning:		Ending:	=	0.0	\$	0.480	\$0.00
FROM:								
PURPOSE:								
CONTACT:								

DATE:	ODOMETER Beginning:		Ending:	=	0.0	\$	0.480	\$0.00
FROM:								
PURPOSE:								
CONTACT:								

DATE:	ODOMETER Beginning:		Ending:	=	0.0	\$	0.480	\$0.00
FROM:								
PURPOSE:								
CONTACT:								

DATE:	ODOMETER Beginning:		Ending:	=	0.0	\$	0.480	\$0.00
FROM:								
PURPOSE:								

TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE



NOTE: This certificate is for business only, not to be used for private purposes, under penalty of law. The hotel operator may request a government ID, business card or other identification to verify exemption claimed. Certificate should be furnished to the hotel or motel. DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid. Refer to Hotel Rule 3.161 for exemptions.

Check exemption claimed:

- United States government or Texas government official exempt from state, city, and county taxes.** Includes US government agencies and its employees traveling on official business, Texas state officials or employees who present a Hotel Tax Exemption Photo Identification Card, and diplomatic personnel of a foreign government who present a Tax Exemption Card issued by the US Department of State.
- Religious, charitable, or educational organization or employee exempt from state tax only.** Educational organizations include school districts, private or public elementary and secondary schools, and Texas institutions of higher education as defined in Section 61.003, Texas Education Code. Beginning October 1, 2003, non-Texas institutions of higher education (public and private universities, junior colleges, community colleges) must pay the state hotel occupancy tax. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim the exemption.
- Other. Organization exempt by law other than Chapter 156, Tax Code.** Specify reason for exempt status below. **Supporting Documentation Required.**

Name of exempt organization	Organization exempt status (<i>Religious, charitable, educational, governmental</i>)
Address of exempt organization (<i>Street and number, city, state, ZIP code</i>)	

GUEST CERTIFICATION: I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct.

Guest name (*Please print*)

	Date
--	------

FOR HOTEL/MOTEL USE ONLY (OPTIONAL)

Name of hotel/motel				
Address of hotel/motel (<i>Street and number, city, state, ZIP code</i>)				
Room rate	Local tax	Exempt state tax	Amount paid by guest	Method of payment

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. To review or correct your state tax-related information, contact the Texas State Comptroller's office.

Hotels may require verification before accepting a hotel occupancy tax exemption certificate. An organization may qualify for hotel occupancy tax exemption even when it does not have a Comptroller's letter of hotel tax exemption or cannot be found on the Comptroller's list of exempt organizations. Some examples include churches, public schools and community colleges.

You may need to pay the tax until verification of hotel tax exemption can be obtained from the Comptroller's office. You can apply to the hotel for a refund or credit.

A list of charitable, educational, religious and other organizations that are exempt from state and/or local hotel tax is online at http://window.state.tx.us/taxinfo/exempt/exempt_search.html. Other information about Texas tax exemptions, including applications, is online at <http://window.state.tx.us/taxinfo/exempt/index.html>.

You can also send an e-mail to exempt.orgs@cpa.state.tx.us or call (800) 252-1385.

LYFORD CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

TRANSPORTATION DEPARTMENT

SCHOOL BUS/VAN REQUISITION

Revised 01/01/11

Date Received _____

FND	FCT	OBJ	SO	ORG	YR/PRO

Bus **Van** **Car** _____

BUSINESS OFFICE CHARGE TICKET

CAMPUS INFORMATION

Campus _____

Date needed _____

Departure Location _____

Time needed _____ AM PM

Destination Location _____

Est. Time of Return _____ AM PM

Event Start Time _____

NOTE: During school trips bus(es) must be at school by 3:00 PM

No. of Students _____ No. of Adults _____

Ice Chest / Equipment _____

Reason for Trip _____

Principal/Administrator Signature _____ Date _____
(& extension number)

Superintendent Signature _____ Date _____

Responsible Adult on Bus _____

Please Print Name

FIELD TRIP WILL BE CHARGED 30 MINUTES BEFORE TIME NEEDED AND 30 MINUTES AFTER TIME RETURN

FOR TRANSPORTATION USE ONLY

FND	FCT	OBJ	SO	ORG	Y/PRO

BUSINESS OFFICE CHARGE TICKET

Driver	Van/Bus No.		COMMENTS
_____	_____	Bus _____ X 2.55 Van _____ X 0.48	
_____	_____	Bus _____ X 2.55 Van _____ X 0.48	
_____	_____	Bus _____ X 2.55 Van _____ X 0.48	
_____	_____	Bus _____ X 2.55 Van _____ X 0.48	
_____	_____	Bus _____ X 2.55 Van _____ X 0.48	
_____	_____	Bus _____ X 2.55 Van _____ X 0.48	
_____	_____	Bus _____ X 2.55 Van _____ X 0.48	
_____	_____	Bus _____ X 2.55 Van _____ X 0.48	
_____	_____	Bus _____ X 2.55 Van _____ X 0.48	
_____	_____	Bus _____ X 2.55 Van _____ X 0.48	

Overnight Trip Yes No

Time

End Mileage _____ End Mileage _____ In _____

Start Mileage _____ Start Mileage _____ Out _____

Total Mileage _____ Total Mileage _____ Total _____

- * Engines must be turned off when bus is parked.
- * It is not mandatory for sponsor to provide meals, driver must be prepared.

Copies: White-Campus Yellow-Transportation Pink-Accountant Gold-Payroll

\$ _____

Grand Total

LYFORD CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

REQUEST FOR APPROVAL OF OUT-OF-CLASSROOM ACTIVITY

H.B. 72 dictates that students shall be limited to fourteen (14) school related absences in any course in a semester not to exceed fourteen (14) in a year. These absences are to be approved by the Superintendent prior to the scheduled date of the event.

The information requested below is to be used in determining whether or not the absence will be allowed.

Submitted by _____ Campus _____

Teacher Submitting Request _____ Date _____

ACTIVITY

• Destination _____ Date _____

• Type of activity _____

• State specifically how this activity relates directly to and enhances student learning of essential elements through participation, demonstration, illustration, and observation.

• Participant(s) _____

• Cost _____ Funding Code _____

• Time of departure from classroom _____ Time of return _____

• Cumulative time to date participant(s) has/have engaged in out-of-classroom activities _____

• Attach a copy of the teacher's instructional plan that indicates the activity is an extension of the classroom instruction.

Approval of Principal

Date

Approval of Superintendent

Date

Organization

Destination

Sponsor(s)

Place Spending Night

Date(s) of Activity

Phone Number of Place

**LYFORD CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
REQUEST FOR APPROVAL OF OVERNIGHT TRIP**

Local policy dictates that all overnight trips be approved by the local Board of Trustees prior to their scheduled date. However, the Board has given the Superintendent authorization to approve overnight trips for students who have qualified to compete at the next level. The information requested below is to be used in determining whether or not the trip will be approved.

Teacher submitting request _____ Campus _____

Organization/Club _____ Date _____

ACTIVITY

- Destination _____
- Purpose _____
- State specifically how this activity relates directly to and enhances student learning of essential elements through participation, demonstration, illustration, and observation.

- Participant(s) _____

- Date(s) of activity _____

- Time of departure from classroom _____

- Date/Time of departure for trip _____

- Date/Time of return _____

- Attach a copy of the teacher's instructional plan that indicates the activity is an extension of the classroom instruction.

- Estimated cost _____

- How the trip will be financed _____

Principal's Signature

Date

Approval of Superintendent

Date

Approval of Board of Trustees

Date



LYFORD CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
TRANSMITTAL LIST

MONEY DISBURSED TO STUDENTS

CAMPUS: _____ SPONSOR: _____

Print Name

CLUB: _____ DATE: _____ ROOM #: _____

PURPOSE: _____

	STUDENT NAME	AMOUNT	STUDENT SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			

TOTAL DISBURSED: \$ _____ CHECK NUMBER: _____

Sponsor Signature/Date

BOARD MEMBERS
COMPENSATION AND EXPENSES

BBG
(LOCAL)

EXPENSE
REIMBURSEMENT

An amount for Board member travel expenses shall be approved in the budget each year.

A Board member shall be reimbursed for reasonable, allowable expenses incurred in carrying out Board business only at the Board's request and for reasonable, allowable expenses incurred while attending meetings and conventions as an official representative of the Board.

TRAVEL EXPENSES

Payment for authorized and documented travel expenses shall be made in accordance with legal requirements by either of the following two methods:

1. Reimbursement, not to exceed the allowable rates, for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses.
2. Advancement of a set amount for use of a personal car or commercial transportation plus parking, taxi fares, lodging, meals, and other incidental expenses. Any excess over actual allowable expenses shall be refunded to the District.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

DOCUMENTATION
REQUIRED

For any authorized expense incurred, the Board member shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with procedures applicable to employee expense reimbursement.