



STUDENT TRAVEL

ALL CLAIMS MUST BE SUBMITTED WITHIN 90 DAYS OF THE LAST DAY OF THE TRIP.

Support documentation REQUIRED in order to receive payment from District funds for minor sports and other authorized student activities is as follows:

1. Memo stating when, where, purpose of the trip, list of those attending including adults, and cost coding from which it is to be paid.
2. Agenda/Brochure or memo authenticating activity.
3. If advanced from internal funds:
 - a. Check requisition and copy of check for each amount advanced.
 - b. Original receipt for lodging showing (at minimum) dates, place, how many rooms and room rate (if reimbursement being requested).
 - c. Original receipt for gas (if reimbursement being requested).
 - d. If students are given an allowance for meals, a list of names showing how much was given to each and the student's signature signifying receipt.
 - e. If students are not given meal allowance directly, then original receipts for the actual cost of the meals and a list of the names of those attending.
 - f. Original receipts for any other expenses claimed, i.e.: registration or entry fees.
 - g. If expenses do not equal the amount advanced, either a receipt for moneys turned back in or a check requisition and copy of the check for the difference.

NOTE:

Employee travel should be handled through the Travel Clerk as usual using T2 / T3 and not through this method.