

STUDENT ACTIVITIES:

**FMG (R)
(REGULATION)**

**APPROVAL FOR
STUDENT
TRAVEL AND
MEALS**

The campus administrator or Athletic Director must approve all travel and/or meal expenses and an approved purchase order must be issued before any expense is incurred. A Request for Student Travel form should be presented for approval.

Requests for student travel must be submitted at least thirty days before travel date.

STUDENT MEALS

Students participating in U.I.L. competition or other Board sanctioned activities may be provided a meal (subject to the availability of budgeted and unexpended funds). Approval must be secured prior to providing the meal. Final approval for provision of meals or travel expenses will rest with the campus principal or, in the case of athletics, the athletic director.

**ELIGIBILITY FOR
MEALS**

The activity must meet one of the following requirements:

1. The activity must be judged to be of educational value and to be an extension of the classroom experience, or
2. The activity must be a competitive event, either UIL or other Board sanctioned activity

The activity must also meet one of the following requirements:

1. The activity must last all day (more than 6 hours)
2. The activity involves an overnight trip

**EXPENDITURE
LIMITS**

Each student will be allotted a maximum of \$18.00 per day for meals with for partial days allotted as follows: Breakfast, \$6.00; Lunch, \$6.00; and Dinner, Meals \$6.00.

The sponsor or chaperon will be responsible for handling the money and paying for all expenses. Whenever possible, meals will be eaten together with one bill paid by sponsor. Receipts will be necessary for these meals.

If it is not possible for the group to eat as a unit, the sponsor may distribute meal money to the students for use at the students discretion. A Group Receipt Form must be completed and turned in when this happens.

Each sponsor will be responsible for distribution and accounting for all expenses.

**STUDENT
TRAVEL AND
LODGING**

Gilmer ISD will fund the travel, lodging, and meals (subject to the availability of budgeted and unexpended funds) of students who are competing in UIL or other Board sanctioned competitions up to and including state level competition.

All trips not meeting the above criteria shall be considered for funding by the campus administrators during the annual budget

preparation. Principals shall insure that trips are an educational value and are an extension of the classroom.

**BOARD
SANCTIONED
ACTIVITIES**

An approved listed of Board sanctioned activities will be voted on each year by the Board of Trustees.

**EXPENSE
REPORTS**

The appropriate expense reports and documentation must be submitted no later than 7 days after the travel. All bills and receipts must be attached to the Gilmer ISD Expense Report and must be submitted to the administrator who approved the travel request. After reviewing the expense report and indicating approval of expenses by signing the report, the administrator will forward the form to the Business Office for final approval. The reimbursement check will be processed during the next regular check run.

If the travel form and receipts are not accurately and timely submitted upon return from the travel the District will not advance the funds for any additional travel during the remainder of the year.

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Request for Student Travel

Student Group:	Sponsor:
Type of Activity:	
Is this a UIL Activity:	Is this a Board approved activity:
Date of Travel:	Destination:
No. of Students in Group:	No. of Sponsors:

Please check the appropriate boxes.

Activity must meet one of the following requirements:	
<input type="checkbox"/>	Activity must be judged to be of educational value and to be an extension of the classroom
<input type="checkbox"/>	Activity must be a competitive even, either UIL or other Board approved activity
Activity must meet one of the following requirements:	
<input type="checkbox"/>	Activity must last all day (more than 6 hours)
<input type="checkbox"/>	Activity involves overnight trip

Total Amount of Expense to be incurred: _____

(Details of expense should be shown on the attached Request for Travel.
Please use standard district travel for requesting purchase order.)

Comments:

Requested by: _____ Date: _____

Approved by: _____ Date: _____

