

**STUDENT TRAVEL:**

**FMG-R**

**GENERAL REQUIREMENTS:**

The school district shall not pay for meal and lodging expenses for students unless they are on trips outside the school district and they are participating in one of the following activities:

1. UIL sanctioned contests including athletics, fine arts and academic contests
2. Cheerleading, marching band, or other support positions for teams at UIL sanctioned athletic games.
3. FFA contests excluding livestock shows
4. Junior High “Pride Side” awards trip
5. Summer camp for students who will be High School student athletic trainers in the upcoming school year.
6. Summer camp for students who will be High School cheerleaders in the upcoming school year.

Subject to prior approval by the Athletic Director, the district shall pay for meal and lodging expenses for one overnight trip per year per sport for an athletic contest that is not a UIL sanctioned post-district playoff contest. The district will pay meal expenses, but not lodging expenses, for any additional trips of this nature approved by the Athletic Director.

Students traveling on approved trips shall be accompanied by an appropriate number of adult district staff members who shall be responsible for the students’ conduct and safety during the trip. If boys are traveling, at least one sponsor shall be male. If girls are traveling, at least one sponsor shall be female.

The district shall not pay for meal and lodging expenses beyond UIL state level competition.

The district may occasionally pay for meals for students in the career and technology program or special education program who are not out of the district, but who are working on a project under teacher supervision that requires them to miss the regular meal periods.

Transportation expenses for qualified trips, including field trips and other non-competition trips, shall be the responsibility of the district.

Field trips and other non-competition trips that occur on school days shall be scheduled to leave the campus after 8:30 a.m. and return before 3:15 p.m.

**MEAL ALLOWANCE:**

Students on qualified trips shall qualify meal allowances based on the following amounts and trips:

**\$7.00 per meal on all trips except those described below**  
**\$9.00 per meal for qualified meals on trips for UIL post-district competition**  
**\$11.00 per meal for qualified meals on trips for UIL state competition**

Students shall qualify for a maximum of three meals per day on trips which require overnight stays. Although there are no specific leave and return times required to qualify for each meal of the day, sponsors shall use good judgment in the number of meals allowed for students on a trip. The district reserves the right to deny meal allowances that are excessive. Meal money may be given directly to the students to buy their meals or the sponsor can arrange for the students to eat together and then pay for the total cost of all the meals. If meal money is advanced to the students, each student shall sign the appropriate form indicating that they received the funds. If the meals are paid for by the sponsor, the sponsor shall get a receipt and turn it in after returning from the trip along with the list of students that ate.

**LODGING ALLOWANCE:**

Lodging expenses for qualified overnight trips shall be paid by the district at the actual cost not to exceed \$85 per student per day. Students of the same gender shall share a room but sponsors must be careful not to overcrowd hotel rooms.

**TRANSPORTATION ALLOWANCE:**

Transportation expenses for approved student trips shall be provided by the district. The district shall provide vehicles and drivers appropriate for the number of students traveling. Qualified sponsors may drive district vehicles on trips that do not require a bus. Students shall not travel by airline or rented vehicle without prior approval from the Superintendent.

**PROCEDURES FOR OVERNIGHT TRAVEL:**

The sponsor shall complete the required online travel form at least 20 business days prior to departure. After returning, the sponsor shall submit the required travel completion form and any unused funds in order to close out the trip.

**PROCEDURES FOR DAY TRAVEL:**

The sponsor shall submit a requisition for meals and a vehicle request to their principal.