

TRAVEL PROCEDURES

OUT-OF-DISTRICT TRAVEL PROCEDURES – POST-SEASON TRAVEL

1. Each head coach should complete the **Expense Request Form** within 24-48 hours after qualifying for a post-season event. Please be sure to include an accurate estimate of all expenses (excluding Texas sales tax). This allowance will be sent by “Direct Deposit” to the head coaches account. You can find this form on the Athletic webpage under Coaches’ Resources. Please e-mail the completed form to Claudia Solorzano, the Athletic Budget and Procurement Specialist.
2. Each head coach should email the following information to the Assistant AD within 24-48 hours after qualifying for a post-season event:
 - a. Itinerary with specific details about time, location of activities, including meal time and bedtime.
 - b. Rooming list of all athletes, managers, trainers and coaches.
3. Each head coach should refer to the **Overnight Trip Checklist** and complete all requirements within three days after qualifying for a post-season event. You can find this form on the Athletic webpage under Coaches’ Resources. Please e-mail the required forms to Jessica Escobar Galvez, the Record Management and UIL Compliance Specialist.
4. Claudia Solorzano or an Assistant Athletic Director will make your transportation arrangements through Enterprise. You should have a female chaperone when transporting female students in a rental vehicle, and a male chaperone when transporting male students in a rental vehicle. The Assistant AD and SBISD Transportation will arrange for a charter bus if necessary.
5. MEALS - Maximum meal and gratuity expense will be \$25 per day. If certain meals are included in the hotel, do not estimate this cost on the Expense Request Form. The head coach should bring the **Sales Tax Exemption Form** needed for meals. You can find this form on the Athletic webpage under Coaches’ Resources. No alcohol may be consumed during the trip.

Breakfast - Reimbursed at \$5 per breakfast. You must leave Houston before 7am to qualify for breakfast reimbursement on first travel day.

Lunch - Reimbursed at \$10 per lunch.

Dinner - Reimbursed at \$10 per dinner. You must arrive home after 6pm on the final day of travel to qualify for dinner reimbursement.
6. The Assistant AD will make your hotel arrangements. The head coach should complete and bring the **Hotel Occupancy Tax Exemption Form** with them at the time of check in to qualify for tax exempt status. You can find this form on the Athletic webpage under Coaches’ Resources.
7. Original, **itemized** receipts are required for the following:
 - a. Hotel (if necessary)
 - b. Food
 - c. Enterprise rental car(s)/van(s)
 - d. Gas for rental vehicle
 - e. Toll fees
 - f. Parking fees
8. RETURNING FROM A TRIP – When you return from your trip, you will have 10 days to submit all receipts and money (if necessary) to Claudia Solorzano. Please be aware of the maximum allowance which includes the gratuity expense. Monies spent over the maximum allowance will not be reimbursed, and you are responsible for this overage. Monies under the maximum allowance must be returned to Claudia Solorzano along with all receipts.

If you have any questions, please contact:

Claudia Solorzano at 713-251-1216 or claudia.solorzano@springbranchisd.com
Jessica Escobar Galvez at 713-251-1208 or jessicaescobargalvez@springbranchisd.com