

STUDENT TRAVEL

FMG-R

REQUEST

All field trips shall be arranged through the principal, and the request shall be forwarded to the Superintendent or designee. Central office approval shall be contingent on instructional value, available fuel, drivers, and buses.

All travel must be approved through Purchase Order Process. Each purchase order requesting travel must be accompanied by completed "Authorization for Travel" form.

All trips must follow FMG Policy Guidelines.

MILEAGE/AIRFARE

**School Vehicle** – Required Transportation Request must be submitted to the GISD Transportation Department. A completed form will include a budget code with an approved supervisor signature. All school vehicles will be operated by a school employee only.

**Gas Cards** - Cards are available in the Finance Department and should be checked out one day prior to your departure. Gas cards and receipts should be returned to the Finance Department immediately upon return from trip.

**Airfare** - All trips involving airfare must be approved by the Superintendent prior to making arrangements. All flight arrangements will be made by the **Finance Department ONLY**. Legal names and birth dates are required for booking flights. No changes to flight arrangements will be made by individuals. **All changes will go through the Finance Department ONLY.**

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MEALS

**Adults -**

In State: The *per diem* rate up to \$36 per day will be allocated as follows:

Breakfast - \$8.00 leave before 7 a.m.

Lunch - \$12.00 leave before 11 a.m.

Dinner - \$16.00 return after 7 p.m.

Out of State: Meals will be reimbursed based upon the Federal Domestic Maximum Per Diem Rates up to \$36 per day for local funds. Use of federal funds will only allow reimbursement up to Comptroller's approved amount.

Use the Federal Domestic Maximum Per Diem website ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)). For areas not listed, use the rate for the nearest city or county.

- Meals provided by event/conference are to be taken into consideration in your planning and are not reimbursed even when the employee chooses to eat elsewhere.

**Students -**

In State: The *per diem* rate up to \$24 per day will be allocated as follows (or as budget allows):

Breakfast - \$6.00 leave before 7 a.m.

Lunch - \$8.00 leave before 11 a.m.

Dinner - \$10.00 return after 7 p.m.

Purchase Orders can be made out to one person for the group or a check per individual. **If one check is provided, signatures are required for those receiving money. A form will be provided.**

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**REGISTRATION**

All conference registration forms will need to be completed and a copy submitted with requisition/purchase order. If registration is entered on-line, make a copy of completed form to be submitted as a receipt. Proof of attendance must be submitted to Finance Department upon completion of trip (badge, copy of sign-in sheet, etc.)

**OUT OF STATE TRAVEL**

As per Policy FMG, all out of state student travel must be approved by the principal, the Superintendent, and the Board of Trustees prior to travel date.

**SUPERVISORS/CHAPERONES**

**For one-day only trips**, there shall be a ratio of one adult for each 15 students in the elementary grades and one adult for each 30 students in the secondary grades.

**For overnight trips**, there shall be at least one adult for each 15 students.

**MISCELLANEOUS**

**Parking** – will **ONLY** be reimbursed upon return with receipts.

Car Rental – is only available with supervisor approval. All rentals **MUST** be made through the Finance Department through our account with Enterprise. An approved purchase order must be presented upon rental of vehicle.

Shuttle or Cabs will **ONLY** be reimbursed upon return with receipts.