

**Student Activity Travel/Meal Allowances**

Student meal allowance will be provided on approved overnight trips for competition and State Events only.

For all approved school trips that require an overnight stay, the following also apply:

1. The actual cost of students lodging is paid in full.
2. Meal allowances will be paid according to the adopted schedule;
3. Meal allowances for a full day will be granted those people who leave before 6:00 a.m. and return after 7:00 p.m.
4. Meal allowances will be granted for individual meals providing the person is away from home one hour before or after a given meal. *Morning meal*--Leave before 5:31 a.m., Return after 7:49 p.m. *Noon meal*--Leave before 11:31 a.m., Return after 12:59 p.m. *Evening meal*--Leave before 5:31 a.m. and return after 7:59 p.m.

All overnight travel must be approved by the Activity Director, principal, or Superintendent prior to the event.

Revised: February 2003; July 12, 2010