

# Kilgore ISD Student Travel Reminders

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Below are some highlights from the KISD travel policy. Employees are responsible for reading and following the **complete policy**. Failure to read the requirements may result in a reduced reimbursement or even a payroll deduction. The complete policy can be found on our website at: [www.kisd.org/business](http://www.kisd.org/business).

## Same-Day Travel

- Must complete Request to Attend Educational Meeting form in Eduphoria.
- Once travel is approved, complete Student Travel Form to request student meal advance. (Must fill out electronically.)
- Employee must attach the Eduphoria approval and a student roster to the Travel Form and forward both forms to the campus office. The campus secretary will forward to Central Office for additional approvals. Employee should keep a second copy of the roster to use while traveling.
- Note: The student roster should include name and number of students ANTICIPATED on the trip. Adjustments to the actual number will be made after employee returns.
- The employee may request adult meals at the student rate for same-day travel only. Only the employee(s) directly responsible for the students may receive paid meals. Parent chaperones or other employees attending with their students not in an official capacity are not eligible for paid meals.
- District travel card or check for meals may be picked up at the Business Office. Cards may not be checked out more than one business day before travel begins.
- If distributing cash to students, each student must sign that they attended the event and received the cash. Receipts are not required.
- If using a district card, an itemized receipt must be obtained and returned with the travel settle-up form. **A credit card signature slip is not sufficient documentation.**
- Meal allowances for students must be adhered to when using the credit card. **If the amount exceeds the allowable amount based on the number of students attending, the overage will be owed by the employee who signed for the district credit card.**
- Upon return, the employee must submit the second page of the Student Travel Form with the actual number of students who attended and amounts spent, along with the receipts and/or roster of names signed by the students who attended. Those who did not attend should be marked off. Additional student names can be written in.

## Overnight Travel

- The same meal advance process should be used for overnight travel with students except for employee meals.
- In addition, employee will submit all personal meals, group lodging expenses, and any other travel-related expenses on the Employee Travel Reimbursement Form.
- For overnight travel with students, employees are eligible for the regular meal rates as stated in district policy. Receipts must be obtained and submitted to claim meals for reimbursement. Employees may only claim meals in this manner on overnight trips. No advances will be given.

See the handout *Kilgore ISD Employee Travel Reminders* or the complete travel policy for additional information.