

GUIDELINES FOR STUDENT TRAVEL

Below are the student travel rates, provided budgeted funds are available.

Meal Money

1. All meals paid from general funds (199) for students and sponsors (non-employee) traveling due to student travel should be calculated at \$6 per person per meal.
2. Any meal money provided over \$6 per person per meal can be paid from Activity funds.
3. Meals for employees traveling overnight due to student travel will be reimbursed for actuals up to the allowable rate per the Texas Comptroller.

Check to Sponsor – Purchase Order to sponsor

1. If money is given to students, sponsor must provide the Business Office with a list of students and their initials/signature showing they received the amount shown.
2. If sponsor pays for meals as a whole, receipts must be provided and any meal money left should be returned to the campus/department secretary for immediate deposit. The Business Office should receive a copy of receipts and deposit slips.

Lodging

1. Four students per room is recommended, provided there are enough boys/girls.