



CAPE HENLOPEN STUDENT TRAVEL GUIDELINES

A. INTRODUCTION

1. PURPOSE

The purpose of this guidance is to provide guidelines which will be used to standardize student-related travel. In addition to the guidelines, specific procedures with regard to incurring and reporting student-related travel expenses are provided. This guidance does not cover every possible situation but it establishes adequate parameters for employees and officials to make appropriate judgments about the expenditure of district funds. It remains the responsibility of district administration to control and approve student travel-related expenditures.

2. SCOPE

This guidance shall apply to employees of the Cape Henlopen School District responsible for coordinating student-related travel and must follow Board Policy #121 and this guidance.

3. TRAVEL AUTHORIZATION

All student-related travel that extends beyond one day shall be approved by the Superintendent or designee(s). Out of country travel must be approved by the Board of Education. All requests for out of state travel or competition must be accompanied with a District Field Trip Request form and a detailed itinerary with sufficient detail for approval. Completed forms are required to be forwarded to the District Office, approved and signed by the principal/supervisor and funding source manager or the Assistant Superintendent. Field trip requests should be submitted at minimum 30 days in advance to allow for proper review and approval. Out of country travel should be submitted at minimum 60 days in advance.

If Early Bird discount registration is offered. Registration/reservations must be approved as stated above, before the Early Bird due date when possible.

4. METHOD OF PAYMENT

1. The primary method of payment for registration, lodging, and transportation is the State of Delaware PCard.
2. Purchase Orders should be done for registrations when applicable.



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3. The PCard is to be used for authorized personnel and student expenses only and may not be used to charge expenses for family members or others not on official district business even if the intention is to reimburse the district.
4. Group rate discounts are often available in which case registrations should be done with a PCard after the approval has been obtained.
5. In anticipation of needing to make travel-related expenditures, requests for a PCard must be made at least 90 days before student travel-related expenditures are to occur. Requests must be approved by the building administrator, appropriate district-office administrator and the Director of Finance. This will allow time for processing and receipt of the PCard.

B. TRANSPORTATION: COMMON CARRIER

1. GENERAL

All trips requiring the use of common carrier must have prior approval by the appropriate authority within the district. See also Section A3. The PCard must be used as method of payment for airplane and/or ground transportation reservations. The mode of travel must be the method that will ensure the safety of the students. Organizations should consider total cost and the most economical use of time when transporting students. The standard for common carrier travel is coach fare. Common carrier shall be booked at the lowest available fare consistent with reasonable travel planning and may be booked from any reputable source.

Coordinators (managing or organizing) of the trip are advised to make travel reservations as far in advance as possible to attain the lowest fares, including non-refundable tickets. Travelers may not specify particular airlines or other carriers. In order to take advantage of special discount rates (supersaver fares, group rates, etc.), payments for tickets must be made using the PCard. Staff are encouraged to examine the advantage of fares requiring early trip departure or delayed return. However, it is important to consider the additional cost of meals and lodging for the required extra day(s) stay when comparing cost.

Parental reimbursement (where applicable) from fundraising funds shall not exceed the amount of what the district has paid for any student travel-related item.



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2. All common carrier transportation expenses require detailed receipts.

3. AIR TRAVEL

- a. Accommodations - When commercial airlines are used as a mode of travel, accommodations shall be coach/economy class unless another class is more economical.
- b. Routing of Travel
 1. All travel shall be by the most economical and direct routes.
 2. Flight reservations that can be made at least 6 weeks in advance of the trip departure will help take advantage of lower pricing.
- c. Conference Airfare Arrangements - Always check conference materials to see if special airline discounts are offered. When a special airline discount rate is offered and participants are instructed to go directly to an airline or a specific travel agency to obtain the discount fare, all fare and file number information should be given to the individual making the reservations. The person making the reservation shall then attempt to obtain the conference rate, government rate or lower rate, for the travelers. If a lower fare is not available, the normal reservation procedure should be used.
- d. See Section A4.

4. RAIL TRAVEL

- a. Accommodations - When it has been determined that rail travel is the most appropriate mode of transportation, the most economical class accommodations shall be used.
- b. Routing of Travel - All travel shall be by the most economical and direct routes.
- c. See Section A4.

C. GROUND TRANSPORTATION

1. BUS TRANSPORTATION – All bus travel must be coordinated through the Transportation Department. Prior approval for the use Coach buses must be approved by the District Office supervisors.
2. STATE FLEET-OWNED VEHICLES - State Fleet-owned vehicles should be used for out-of-state travel when such use is the most practical and economical mode of transportation, including the cost of tolls, fuel and parking. All travelers should travel in the same vehicle when possible. The employee must be authorized by the state of Delaware and possess a



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license in good standing. The employee is required to follow all State of Delaware and Cape Henlopen School District guidelines as related to the use of state or district vehicles.

3. PRIVATELY-OWNED VEHICLES - Transport of students in privately-owned vehicles is strictly prohibited as a means of transporting students
4. RENTAL CARS - Transport of students in rental cars is strictly prohibited as a means of transporting students
5. TAXI FARES/RIDESHARE SERVICES - Taxi and Rideshare services are strictly prohibited as a means of transporting students. This method of travel is only to be used as a last resort and students must be accompanied by a school district staff member in the vehicle.

D. LODGING

1. General - Lodging costs is authorized when approved student-travel is out-of-state, more than 12 hours and overnight lodging is required.
2. Lodging accommodations should be reserved at the least expensive, multiple occupancy room rate.
3. No in-state hotel expenses are allowed, unless approved by the superintendent or his designee.
4. Conference Lodging Arrangements:
 - a. When hotel rooms are blocked for a conference, seminar, etc., and a special discounted conference hotel rate provided, the employee should inform the individual making the reservations. The person making the reservations shall then attempt to obtain the conference rate, government rate or lower rate, for the traveler. If a lower rate is not available, the normal reservation procedure should be used. Requests should be made in ample time as to secure the conference/lower rate as conference rates book quickly.
 - b. Receipts are required for lodging expenses (PCard use requires lodging itemized receipts, no exceptions). It is the travelers' responsibility to obtain the receipts and provide the receipts to the district office. If a lodging receipt is not provided, all other reimbursable expenses will be put on hold until received
 - c. The State of Delaware is exempt from the tax on occupancy of hotel, motel and tourist home rooms within Delaware only. When in-state overnight accommodations are necessary, the employee should be provided with a copy of the Occupancy Tax Exemption Certificate (see Exhibit C) to be presented to the hotel/motel/etc. Tax on occupancy of hotels in other states must be paid.



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- d. No single room accommodations should be made unless the travelers are of the opposite sex. Any special requests for single room occupancy must be approved by the Assistant Superintendent (or designee).
- e. See Section A4.

5. MEALS AND INCIDENTAL EXPENSES (M&IE)

- a. Payment for M&IE is authorized when approved student travel is out-of-state, more than six hours or overnight lodging is required.
- b. M&IE includes (food, beverage, tax and tips)
 - 1. Tips and surcharges for meals may not exceed 20% of the cost of the food and beverages.
 - 2. Meals and incidental expenses must be itemized. Maximum - \$50 per day with receipts for M&IE.
 - 3. Receipts are to be attached to the PCard Reconciliation form or Employee Expense Voucher Form.
- c. Reduced M&IE (Please indicate on form if it is known in advance that a meal(s) is provided without cost)

Out-of-State Travel Departure

Depart before 8 a.m. - Breakfast, lunch and dinner

Depart after 8 a.m. - Lunch and dinner

Depart after 3 p.m. - Dinner Only

Returning

Prior to 10 a.m. - Breakfast only

Prior to 5 p.m. - Breakfast and lunch

This plan provides travelers with a fixed daily meal allowance of \$50.00. If any meals are provided, the following amounts will be reduced from the daily meal allowance. The daily (or partial) allowance may be used for any meal and not restricted to the itemized amounts listed below. Itemized receipts are required for all meal reimbursement requests.

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

- d. In-State meals are not reimbursable.



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E. AUTHORIZED MISCELLANEOUS EXPENSES

1. Hotel/airport parking and tolls for turnpike, bridges and/or ferries.
2. Business or emergency related telephone calls or internet service when authorized.
3. Emergency repairs incidental to using a district-owned vehicle.
4. Alcoholic beverages are strictly prohibited and should NEVER be listed on submitted receipts.

F. TRAVEL EXPENSE REIMBURSEMENT

1. Staff expenses associated with student travel must be submitted on the Employee Expense Voucher form. Supporting documentation (i.e. copy of certificate of attendance, conference itinerary and approved field trip form) need to be attached to the Employee Expense Voucher.
2. Reimbursements for travel expenses incurred without itemized receipts, is strictly prohibited. A **"no receipt - no reimbursement"** guidance applies.
3. Employees must have valid employee vendor # to receive reimbursements

G. CANCELLATIONS

When funds have been paid in advance on behalf of the students, and the student is unable to attend the scheduled activity, the student must report the cancellation, with as much advanced notice as possible, to the trip coordinator. The coordinator must contact the vendor to report the cancellation to determine if another student can substitute for the cancelled reservation. If not, request a refund. In the event adequate notice has not been given or that costs are non-refundable, the student may be held responsible for reimbursing the school district for monies spent on his/her behalf for which no services were received.



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ELEMENTARY SPECIFIC FIELDTRIP GUIDANCE

It is the district's expectation that third, fourth, and fifth grade teachers plan a trip outside the state. The cost for families should be no more than \$25 a student. Please plan to set aside funds from PTO, student internal account, and fundraisers to offset the costs. Please be sure to keep a record of how many students receive financial assistance for the trip.

Third grade should choose a location in Washington D.C. The fourth grade to Baltimore Aquarium, and fifth grade should choose a location in Philadelphia.

Coach buses are used for the Washington D.C. trip. If fourth and fifth grade, would like to use coach buses, then ALL 5 schools must use them and must stay within the cost limit for families as mentioned above. A teacher at each grade level in each building needs to research the cost of the intended trip. The cost of the intended trip should be submitted using this [template](#) to the Supervisor of Elementary Education by **October 30 of the school year**. Once every school has submitted their estimated costs to their building principal who will then share with the Supervisor of Elementary Education. Schools will be notified if we are able to proceed with the coach buses.

All students should be allowed to participate. However, a principal may decide that a child should not participate based on an egregious infraction of the Code of Conduct.

General Field Trip Guidelines:

1. Each grade level should plan three trips a school year. One of the three trips can be a walking trip.
2. Grade levels may reserve one of the three trips as "fun" trip. All children are expected to attend. This is not an "earned" or exclusive trip.
3. The cost of the in-state travel trips should be considered relative to out of state travel. All efforts to keep the cost to a *reasonable amount* are expected. This should be discussed with building administration.
4. The [field trip proposal](#) form is a starting point for grade levels as they plan trips.



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SECONDARY SPECIFIC FIELDTRIP GUIDANCE

1. Field Trip form and PD form (when you are requesting advisor fees) must be completed at the same time.
2. Forms should be completed for all trips at least **30 days PRIOR** to the event.
3. Once forms are returned- APPROVED, you are to fill out the droplet form
 - a. Per our droplet instructions you must attach the PD form (if applicable)
 - b. Per our droplet instructions you must attach the field trip form (if applicable)
 - c. Per our droplet instructions you must attach the fundraiser form (if applicable)
 - d. Please include a list of all students and their ID numbers
 - e. Per droplet requirements you must attach transportation quotes
 - i. Jolly Trolley, Fleet, Delmarva or School Transportation quote **MUST BE ON Droplet**
4. Upon Field Trip Approval:
TRAVEL ARRANGEMENTS ARE NOT TO BE MADE PRIOR TO PR APPROVAL
 - a. Make an appointment with the senior Secretary to utilize PCard; and, verify/make arrangements
 - b. A transportation quote must be attached
 - c. Air travel quote/documentation must be attached
 - d. Hotel and conference reservations should be made. Confirmations must be attached
 - e. Advisor must utilize the PCard as the form of payment

NATIONAL COMPETITIONS:

Complete PD and Field trip forms at the beginning of the year as if you are going. Estimate to the best of your ability student numbers and costs (use prior year) with note that prices will be adjusted as trip gets closer. This will help to get the trip approved. This way if you have less than 30 days to process paperwork (from students earning a trip to the trip occurring) The trip is already approved and you can adjust (prices/student account etc.) or cancel as needed.