

Student Travel Cost Payment/Reimbursement

When travel is necessary for student groups, it is sometimes necessary to provide food and/or lodging for students.

For one day trips, most food service needs can be provided by boxed lunches provided by the food service department. If it is necessary to provide a meal to students when traveling outside of the district, the staff member may use their district purchasing card or pay for the meal and submit the receipt for reimbursement.

For a required overnight trip, the Travel Expenditure Procedures for Staff Development should be followed. Hotel cost should be paid in advance with a district check or by utilizing the staff member's purchasing card. For meals, a per diem request should be sent to accounts payable at least two weeks in advance. If multiple students are attending, include a list with the names of all students. The per diem payment will be provided to the staff member responsible for the trip. For mileage, the staff member will be paid at the IRS rate when utilizing their personal vehicle. If a district van is utilized, gas purchases will be reimbursed. An itemized receipt must be submitted for payment.

If you have a circumstance that is not covered by this procedure, please contact the business office, at least two weeks prior to the trip, for assistance.

8/2023