

## How to Settle Travel when Traveling with Students Coaches/Sponsors

1. All travel must be settled within **5** business days of the return of the trip with the AP Travel Clerk or available AP clerks. The hours for settlement in the AP are Monday - Friday from 8:00 a.m. - 4:00 p.m. Accounts Payable will always have someone available to settle travel during the times listed. Any unsettled vouchers will be payroll deducted out of your next check for the unverified amount.
2. Please remember when traveling with students the check is an **estimated** amount based on the number of kids/coaches/sponsors/bus drivers that were submitted. Each person is allotted \$10 per meal. It is important to provide the athletic secretary or whomever is entering your request with the correct total of who will be traveling. This will avoid coaches/sponsors incurring any out of pocket expenses.
3. When you settle with the AP Travel Clerk or available AP clerks you **must** bring with you:
  - Travel times (departure/return).
  - **Legible** roster of all kids and adults that traveled and received a meal. Please provide a numbered roster which shows a total of all who are listed. The roster needs to consist of complete names (first and last names).
  - **Original** itemized receipts for meals and grocery items. Grocery items (water, gatorade, powerade & fruit) can be purchased (1) day before the event. The district does not pay sales taxes on grocery items. The meal receipts must match the date of travel and the number listed on the roster. All **original** itemized receipts must have the name, address and phone number of the restaurant on them. This includes concession stands and food trucks.
  - Itemized zero balance hotel receipt, if applicable.
  - Registration receipt, if applicable.
  - Exact change to turn in or you have the option to write a check.
4. When you arrive, **please sign in** and provide the items listed in item # 3. AP Travel Clerk or Ap Clerks will process the expense report and provide you with an expense summary which shows the amount that needs to be turned in and a receipt (white copy) confirming the amount turned in.
5. The check for the next event will be given to the coach/sponsor provided the next event has been entered, processed and a check has been printed.

### Reminders:

- All travel requests must be entered (**2**) weeks prior to the event.
- All coaches/sponsors must initial, sign and date an AP checklist before funds can be released
- Travel requests must be in the name of the person coaching the team.
- Travel requests must be approved **before** employee travels.
- BISD does not participate in billable sales programs. Coaches/Sponsors are required to pay for meals onsite.
- Please remember future travel checks cannot be picked up or if you have any unsettled trips.