

Student Out of State Travel Procedures

- No school sponsored trips will be authorized for international travel.
- Any trip conducted by an employee of Kyrene that intends to advertise to Kyrene students must follow all rules and procedures as a school-sponsored trip. Staff may not recruit Kyrene students without following all of the rules and procedures already in place. This includes ensuring all funds are properly channeled through InTouch.
- Many field trips/travel companies require a minimum Student:Staff chaperone ratio. Schools are encouraged to provide the least number of chaperones necessary for the supervision and safety of the students. Any additional staff wanting to attend above this ratio must pay their own expenses. Exceptions include coverage for students with documented needs (e.g. IEP, 504, etc.). This minimizes disruption to classrooms (i.e. fewer subs) and minimizes school and district expenses.
- Any employee receiving a financial benefit for organizing travel must be considered one of the paid chaperones. Otherwise, this could be a conflict of interest in receiving a gift in exchange for a service, thus violating Arizona law. If in doubt, please reach out to your SE Contact or Finance.
- Any further questions should be directed to your SE Contact.

Step 1: Pre-Approval Travel Request Forms

FORMS ARE LOCATED IN THE T: DRIVE/BUSINESS SERVICES/FIELD TRIPS/OUT OF STATE TRAVEL FOLDER.

Form 1- Extended Educational Study Trip Approval Form

- ✓ School site to submit the Extended Educational Study Trip form to Marlayna Hamann in School Effectiveness, mhamann@kyrene.org. Once approved, Marlayna will email the signed and approved form back to the school site and the Finance Dept. School sites will attach the approved form to their travel purchase requisitions.

Form 2- Student Travel Pre-Approval Form

- ✓ School site to submit one (1) student travel pre-approval form which will include the total student count going on the trip to bs-travel@kyrene.org.
- ✓ Input the estimated total cost of the trip for the students, ex: \$65,000. *For the "Funding Source"*, please use the actual name or number of the fund being used ie. Tax Credit, or Fund 526, if it is funded under Tax Credit. If it is funded under Auxiliary, then you would write Auxiliary. If it is funded under both Tax Credit and Auxiliary. **Do not write student fund, boosters or parent funds.** If trip is covered under a scholarship, write No Cost to District.
- ✓ Finance Dept will upload the student travel pre-approval to BoardDocs for Kyrene Governing Board approval. Finance will email the secretary when it has been board approved

Step 2: Travel Requisitions-After the forms have been approved enter requisitions.

Step 3: InTouch Requests -To request the trip to be set up in InTouch(Touchbase) Click [this link](#) to access the InTouch Google Doc request form. Do not enter until trip is board approved.