I. **Definition of Post District Competition**

- A UIL competition or non-UIL competition approved by the Curriculum and Instruction department and the appropriate grade-level Executive Director of Administration
- Must have won a preliminary competition to advance to this level
- Must not have known in advance of the qualifying event that the competitors would be attending
- Any competition outside of the state must be approved by the Superintendent or the Superintendent's designee, both to allow the out of state travel and to allow post-district funds to pay for that travel.

II. **Funding of Post District Competition**

Campuses/departments are encouraged to budget for all known competitions and athletic events. Budgeted funds may be supplemented by campus/department and student activity funds, as well as fundraising proceeds and booster club donations. For competitions that meet the criteria for post-district competition, the District will fund the following:

- **Entry fees -** The District will pay competition entry fees for team members, UIL approved alternates, and employee sponsors/chaperones for those team members who are competing in the post district competition event only (see IV. below). No practice event or practice venues will be paid with Post District Funds.
- **Transportation Costs -**
  - i. **Ground Transportation**: The District will pay for rental vehicles and buses to transport students, as well as trucks to haul equipment, if not available from the District's transportation department..
  - ii. **Air Transportation**: Compelling written documentation must be submitted to justify the cost of flying versus driving. The rationale must be approved by the appropriate Executive Director of Administration and either the Director of Fine Arts, Athletic Director or Executive Director of Curriculum and Instruction according to the activity and Finance Department.
  - iii. **Other Transportation issues**: Sponsors, coaches or chaperones wishing to use a form of transportation separate from the group must fund their transportation costs from sources other than the Post District Funds.
- **Gasoline** – The District will fund the cost of gasoline to transport students and equipment. An estimated gasoline cost may be advanced to the sponsor along with meal money, or a gasoline credit card may be checked out from the Purchasing Department. Either way, itemized receipts must be provided to document the cost. If funds for gasoline are advanced or a credit card is issued for gasoline purchases, no mileage allowance can be claimed.
- **Cost of Meals** - The District will pay for student, sponsor, chaperone or coach meals under the following conditions and in the following amounts:
  - i. Employee meals paid by the district in any form or with any funds must be with an over night stay as required by IRS regulations.
  - ii. Breakfast $8.00

iii. Lunch $10.00
iv. Dinner $15.00

To determine the number of meals required, please reference the following:

i. For a breakfast allocation, departure must be prior to 6:00 a.m., or return to Keller must be after 7:00 a.m.
ii. For a lunch allocation, departure must be prior to noon or return to Keller must be after 1:00 p.m.
iii. For a dinner allocation, departure must be prior to 6:00 p.m. or return to Keller must be after 6:00 p.m.

If additional funds for meals are needed, the funds can be used from the activity accounts.

Student and sponsor/chaperone/coach meal money may be requested and issued in advance to a single sponsor/chaperone/coach (please see V. below). Student meal money should be requested separately from adult meal money. Upon return, itemized receipts must be submitted to document the amount of meal money used for students along with any unused funds (this will be part of the reconciliation). Unused funds should be deposited within 3 working days after return to the District and the reconciliation should be completed within 5 working days after return. Unused meal money will be deposited to the District's Post District Competition Account along with any meal money for which an itemized receipt is not submitted. Those foods purchased that do not meet the guidelines as stated in the Foods of Minimal Nutritional Value regulations will not be funded from the District account. Unused meal money may not be used for movie tickets, tickets to amusement parks or for any other entertainment expenses, nor for any other non-food purchase. For any portion of the trip where a meal is provided by the event or lodging, no advance or reimbursement will be made. A continental breakfast does not count towards the breakfast allocation if provided by the event or lodging.

- **Lodging -** The District will pay for lodging for all competing team members and employee sponsors and/ or chaperones as defined below. Rooms should be shared when possible. The Post District Fund will pay for a minimum of 3 students of the same sex per room. If a campus or department allows for less than 3 students per room as mentioned before, the campus or department may pay for the difference for authorized students from their activity accounts only. District funds may not be used for in-room movies, video games or room service. Internet access will be allowed for KISD staff only for the purpose of checking District emails and other work-related issues. (Note: please see administrative regulations entitled "Travel Guidelines and Procedures" for information on booking hotels).

- **Parking Costs** – The District will fund parking costs for sponsors, competing team coaches and administrators required to attend the event. Valet parking will be funded when parking space is a safety issue. Original receipts must be provided for reimbursement.

- **Contracted Driver Travel** – Contracted drivers expenses will be paid according to the contract with the district's contracted bus service provider or charter bus companies.

- **Non-Contracted Driver**: Employee sponsor or non-employee chaperones driving vehicles with competing students or equipment will be afforded Post District Funds in accordance with this regulation. All drivers of non-district owned vehicles will be responsible for insurance coverage. The insurance coverage for privately owned vehicles will be at the minimum level of $100,000 per person for bodily injury, $300,000 per accident for bodily injury and $100,000 per accident for property damage. All vehicles' primary insurance coverage will be covered by the owner of the vehicles insurance. Verification of this coverage will be the responsibility of the sponsor by obtaining a copy of the driver's insurance for the vehicle used.

III. **Items Not Funded from District Funds**

The Post District Funds account is strictly for travel and entry fee expenses for post district competition as defined in Section I above. Funds from the KISD Post District Competition Account may not be used for the following expenses. Fundraising proceeds and/or donations may be used to fund these items:

- **Out of state travel will only be funded from post-district funds if approved by the Superintendent for both of the following:**
  - **To travel out of state**
  - **To use post-district funds for the out of state travel.**
- **Airfare -** unless compelling documentation is presented to justify the expense. (See II above, Transportation Cost)
- **Fees and travel expenses of persons performing contract services with no chaperone duties for the event, (**i.e. accompanists, choreographers, etc.)
- **Incidental expenses** such as dry cleaning, supplies for the event (i.e. new costumes for the One Act competition).
- **Tips** in excess of 20% or amount charged due to group size service fee (restaurant added tip). Tip funds are included in the per meal allowance unless the meal is contracted for with a purchase order.
- **Snacks, treats, vending machine purchases for foods that do not meet the regulations for Foods of Minimal Nutritional Value**. (Original receipts for all foods purchased are required.)
- **Travel expenses for campus administrators not performing chaperone duties to attend the event**. (These expenses may be paid from the appropriate campus or department budget account) (The principal's expenses **or his designee** will be paid for by Post District Funds when acting as the required administrator for the event).
- **Personal Vehicle Mileage**. Since sponsors/chaperones/coaches should travel with the students, mileage for personal vehicles will only be reimbursed in the event that a sponsor or coach uses their personal vehicle to transport students or equipment needed for the competition.

- **Events used as practice, experience or "warm-up"** - These funds are for the ultimate advancement in a statewide competition as defined in Section I.
- **Other student(s) or student organizations**– Unrecognized or non-district sponsored groups.

IV. **Chaperones, Sponsors, Coaches**

- **Chaperones -** Per FMG (Local), there should be one adult per every ten students, regardless of grade level. Chaperone names must be listed on the request for KISD Post District Competition funds.
- **Employees** - Principals, Assistant Principals, Coaches, Trainers and other District employees funded by the District Post Competition Account will be counted as chaperones. Generally, those coaches, sponsors or employees that have not been directly associated with the training and development of the student for competition will not be considered for funding from these funds unless their presence is necessary for chaperone duties, they are needed to substitute for a coach or sponsor of the activity who is unable to attend, or their training and development of the student requires their presence at the competition.

V. **Requesting KISD Post-District Competition funds**

- Please complete the Post District Competition Travel Expense Request Form as soon as you know of the advancement to post district competition. All information on the form must be completed and forwarded to the Finance Department. There is usually a very short turnaround between competitions, so please ensure you have provided all the requested information.
- If coaches or sponsors in excess of the one to ten chaperone ratio are required to attend the competition based on their specific training of the student, the Athletic Director or the Fine Arts director will complete an explanation on the form as to why the additional staff are required to attend.
- After reviewing the form, Finance will transfer the funds to the appropriate budget code in your budget.
- Any necessary requisitions should be entered and priority handling requested if necessary due to time constraints. Finance and Purchasing will do everything possible to expedite the requisition and check processing.
- Finance will process the checks necessary prior to departure (usually meal money advances).
- Sponsors are responsible for retaining original, itemized receipts during the trip to account for the funds used for any advances of meal money. An accounting of these receipts must be made and submitted to Finance within five (5) working days of return. Any unused cash or funds which cannot be accounted for by a receipt must be deposited to the Post District Competition account within three (3) working days.