

**STUDENT TRAVEL POLICIES
PAMPA INDEPENDENT SCHOOL DISTRICT**

All policies and procedures that pertain to employees apply to student travel with the following exceptions:

STUDENT LODGING: The cost of lodging will be reimbursed at the actual amount paid, not to exceed \$65 unless extenuating circumstances exist. Receipts are required upon return.

STUDENT MEALS: Meals may be provided for all student activities or events when the trip either:

1. Requires overnight travel or,
2. Extends through a normal meal time.

If either of these circumstances exists, meals **may** be provided to the students but is at the discretion of the sponsor or coach. Sponsors, coaches, and bus drivers will be provided meals only if meals are provided to students. Sponsors should make all the proper arrangements to assure the students return to Pampa as soon as possible.

Student meals must not exceed:

Breakfast	\$ 5.00
Lunch	6.00
Dinner	<u>7.00</u>
Daily	\$18.00

*Sponsor/Department option:

- \$6.00 per meal for three meals in a day
- A meal may exceed the allowance with prior approval of Program Director and within department budget.

Two different methods of payment:

1. **Students and sponsors eat together as a group:**

Sponsor can make prior arrangements with a specific restaurant for providing a meal. Many will direct bill the school district. If the sponsor pays for the meal in cash or by using their JPMorgan Chase card, receipts are required, as well as a list of all persons eating.

2. **Students and sponsors DO NOT eat together as a group:**

Students will be given a per diem allowance for each meal (see above). Receipts are not required, but sponsor must provide a list of students/sponsors receiving per diem.

CHARTER BUSES: All chartered buses must be ordered through the Transportation department.