

Galveston ISD
084-902

STUDENT TRAVEL

FMG-R

REQUEST

All field trips shall be arranged through the principal, and the request shall be forwarded to the Superintendent or designee. Central office approval shall be contingent on instructional value, available fuel, drivers, and buses.

All travel must be approved through Purchase Order Process. Each purchase order requesting travel must be accompanied by completed "Authorization for Travel" form.

All trips must follow FMG Policy Guidelines.

MILEAGE/AIRFARE

School Vehicle – Required Transportation Request must be submitted to the GISD Transportation Department. A completed form will include a budget code with an approved supervisor signature. All school vehicles will be operated by a school employee only.

Gas Cards - Cards are available in the Finance Department and should be checked out one day prior to your departure. Gas cards and receipts should be returned to the Finance Department immediately upon return from trip.

Airfare - All trips involving airfare must be approved by the Superintendent prior to making arrangements. All flight arrangements will be made by the **Finance Department ONLY**. Legal names and birth dates are required for booking flights. No changes to flight arrangements will be made by individuals. **All changes will go through the Finance Department ONLY.**

STUDENT TRAVEL

FMG-R

MEALS

Adults -

In State: The *per diem* rate up to \$36 per day will be allocated as follows:

Breakfast - \$8.00 leave before 7 a.m.

Lunch - \$12.00 leave before 11 a.m.

Dinner - \$16.00 return after 7 p.m

Out of State: Meals will be reimbursed based upon the Federal Domestic Maximum Per Diem Rates up to \$36 per day for local funds. Use of federal funds will only allow reimbursement up to Comptroller's approved amount.

Use the Federal Domestic Maximum Per Diem website (www.gsa.gov/perdiem). For areas not listed, use the rate for the nearest city or county.

- Meals provided by event/conference are to be taken into consideration in your planning and are not reimbursed even when the employee chooses to eat elsewhere.

Students -

In State: The *per diem* rate up to \$33 per day will be allocated as follows (or as budget allows):

Breakfast - \$9.00 leave before 7 a.m.

Lunch - \$11.00 leave before 11 a.m.

Dinner - \$13.00 return after 7 p.m.

Purchase Orders can be made out to one person for the group or a check per individual. **If one check is provided, signatures are required for those receiving money. A form will be provided.**

Galveston ISD
084-902

STUDENT TRAVEL

FMG-R

REGISTRATION

All conference registration forms will need to be completed and a copy submitted with requisition/purchase order. If registration is entered on-line, make a copy of completed form to be submitted as a receipt. Proof of attendance must be submitted to Finance Department upon completion of trip (badge, copy of sign-in sheet, etc.)

OUT OF STATE TRAVEL

As per Policy FMG, all out of state student travel must be approved by the principal, the Superintendent, and the Board of Trustees prior to travel date.

SUPERVISORS/CHAPERONES

For one-day only trips, there shall be a ratio of one adult for each 15 students in the elementary grades and one adult for each 30 students in the secondary grades.

For overnight trips, there shall be at least one adult for each 15 students.

MISCELLANEOUS

Parking – will **ONLY** be reimbursed upon return with receipts.

Car Rental – is only available with supervisor approval. All rentals **MUST** be made through the Finance Department through our account with Enterprise. An approved purchase order must be presented upon rental of vehicle.

Shuttle or Cabs will **ONLY** be reimbursed upon return with receipts.

APPROVAL	<p>The Request for Trip Approval and the Extracurricular Trip Transportation Request forms must be submitted to the appropriate administrator [see FMG(LOCAL)] at least 15 days prior to the date of departure.</p>
TRANSPORTATION	<p>The appropriate administrator will forward the completed and signed forms to the transportation department no fewer than 10 days prior to the date of the trip. Transportation requests made with less time will be accepted only with the signature of a cabinet level administrator.</p> <p>In general, students will be required to use District transportation for school-sponsored trips. In accordance with FMG(LOCAL), however, a parent may request in writing to the sponsor that his or her child be allowed to ride with or be released after the event to the parent.</p>
CONSENT	<p>Each student must have on record a form signed by a parent, giving permission to participate in trips sponsored by the school.</p> <p>District personnel or parent must accompany students on all school-sponsored trips and will assume responsibility for the students' proper conduct.</p> <p>The adults supervising any student trip will take with them copies of each student's consent to travel and consent to treat documentation.</p>
SUPERVISING EMPLOYEES	<p>For trips there must be a ratio of one adult for each 15 students.</p>
CHAPERONES	<p>When both male and female students participate in a school sponsored overnight trip, they will be accompanied by at least one male and one female sponsor. Special circumstance consideration may be approved by the Superintendent.</p>
CRIMINAL HISTORY	<p>The expenses of chaperones for school-sponsored trips must be incorporated into the trip budget.</p>
RECORD CHECKS	<p>In advance of any student trip, the District will obtain the criminal history record of all persons serving as supervisors or chaperones.</p>

[See GKG]