

OUT-OF-COUNTY/STATE TRAVEL

When out-of-county travel by students is necessary in the pursuance of an approved student activity, advance travel arrangements shall be made if possible. Advance arrangements shall include transportation, meals, registration or entrance fees, and lodging.

1. Checks may be prepared in advance for the exact amount and made payable to the corporation or proprietor providing the service. The faculty sponsor, accompanying the students, shall be the temporary custodian of the checks and responsible for obtaining an invoice for the exact amount of the check from the corporation or proprietor upon presentation of the check.
2. When advance arrangements for meals or lodging are impractical because service to be rendered is en route, or student group is of such number as to make prior knowledge of the exact number impossible, advancements may be made to the faculty sponsor for distribution to the student. Each student shall sign a signature sheet certifying that he/she received the meal or lodging allowance.
3. Disbursement support must include the names of all persons covered by payment to motel, restaurant, amusement park or other organization.
4. The cost of meals and/or lodging in registration fees shall be deducted from the per diem or meal allowance.
5. When payment cannot be made on the basis of per diem, actual costs may be paid to the employee for receipts which represent clear verification from the person or company paid. An example of this requirement follows:

Lodging (Not a Confirmation Notice)
All charges and payment
Dates of stay
Name of motel

6. Travel payment for the use of private or employee vehicle may be made on the basis of the district per mileage rate or on the basis of gas receipts. When gas receipts are the basis for payment, the receipts must have date of purchase, name and location of station and the amounts paid.

All travel payments are to be processed in accordance with the requirements outlined in LCSB Policy 6550 – Travel Guidelines.