

Kilgore Independent School District  
Operating Procedures  
Student Travel Expenses  
Effective 9/1/2010

Meal Allowances for students:

Breakfast - \$5, Lunch - \$6, and Dinner - \$7

**Athletics**

Preferred Method: Coaches should pay the vendor/restaurant directly using a District provided credit card checked out with the Athletic Secretary keeping in mind the above maximums per meal. Upon return from the athletic event the card and receipt should be turned in to the Athletic Secretary by the following day. The athletic secretary will reconcile and submit to the business office.

Alternative Method: If you are playing in a tournament or other event in which it is impossible for the coach to pay for the meals themselves and it is determine that giving the student a cash allowance for the meal is needed, a request for payment should be completed listing the coach as the payee. The request should have all of the travel related information on it, such as date, number and type of meals needed, type of event, and number of students, also making sure that the budget code being used to pay for the expense is listed. Once completed it should be signed by the Athletic Director and submitted to the business office for processing. The check will be issued by the business office along with a "cash issued to employee or student form". When giving the students and or employees their meal allowance the cash issued form should be signed by each person receiving money. Following the event this form should be turned in to the business office along with any unused cash as soon as possible, preferably the next business day.

**Non-Athletics**

Employees should pay the vendor/restaurant directly using a District provided credit card checked out with the Business Office keeping in mind the above maximums per meal. In order to secure one of these cards a request to attend meeting should have been completed by the sponsor and submitted through normal District procedures noting that you will be traveling with students and requesting a District credit card. The normal procedure will secure the appropriate approvals from principals and directors. The District credit card can be secured from the business office by the sponsor responsible for the trip only. Following the event the receipt for the travel should be submitted as soon as possible to the business office, preferably the next business day, along with a listing of all students and faculty for which meals were purchased.

If you are attending an event in which it is impossible to pay for the meals by credit card and it is determine that giving the student a cash allowance for the meal is needed, a request for payment should be completed listing the sponsor as the payee. The request should have all of the travel related information on it, such as date, number and type of meals needed, type of event, and number of students, also making sure that the budget code being used to pay for the expense is listed. Once completed it should be signed by the Principal/Director and submitted to the business office for processing. The check will be issued by the business office along with a "cash issued to employee or student form". When giving the students and or employees their meal allowance the cash issued form should be signed by each person receiving money. Following the event this form should be turned in to the business office along with any unused cash as soon as possible, preferably the next business day.

**ALL**

In all cases, the meals paid for should be able to be reconciled to the number of participants and eligible sponsors.