

Travel Request Guidelines

Groton Area School District 06-6

(Revised 07/06/12)

Transportation

Transportation for all in-state curricular and co-curricular student and staff activities will be provided. In lieu of District transportation, the school will reimburse mileage at the current rate of \$1.43 per mile for bus use (unless more economical transportation can be arranged) and provide a gas card for car or van use. Rates may be adjusted annually.

Transportation for bordering out-of-state curricular and co-curricular activities will be provided for staff only. Students must cover the cost of out-of-state transportation from out-of-pocket funds or with agency fundraising, except when traveling as part of the staff member's transportation (van or school car).

Lodging

Lodging for all in-state curricular and co-curricular student and staff activities will be provided. Staff members or student organizations making pre-arranged lodging accommodations should request direct-billed, tax-exempt accounts.

Lodging for out-of-state curricular and co-curricular activities will be provided for staff only. Students are expected to cover the cost of out-of-state lodging from out-of-pocket funds or with agency fundraising.

Meals

Excluding home or hosted events, meals for in-state and out-of-state curricular and co-curricular activities will be provided at state rates for staff only, unless provided free as part of the activity.

Students are expected to cover the cost of meals from out-of-pocket funds or with agency fundraising; however, students will receive in-state meals only if they have qualified for a state sanctioned event.*

Registrations

Registrations for all in-state curricular and co-curricular student and staff activities will be provided.

Out-of-state registrations will be provided for staff with special administrative approval. Students must cover the cost of out-of-state registrations from out-of-pocket funds or with agency fundraising.

Requests must be made on the District's Travel Request Form with prior administrative approval. Additions or exceptions to the guidelines listed above will require board approval.

In-State

| | Busing | Car/Van | In-Lieu Busing | In-Lieu Car/Van | Lodging | Meals | Registration Fees | In-Lieu Per Diem |
|----------|--------|---------|-------------------|--------------------|---------|-------|----------------------|---------------------|
| Staff | D | D | S | S | D | D | D | bus-\$1.43/mile |
| Students | D | D | S | A/O | D | A/O* | D | car/van-gas card |

Out-of-State

| | Busing | Car/Van | In-Lieu Busing | In-Lieu Car/Van | Lodging | Meals | Registration Fees | In-Lieu Per Diem |
|----------|--------|---------|-------------------|--------------------|---------|-------|----------------------|---------------------|
| Staff | S | D | S | S | D | D | S | bus-\$1.43/mile |
| Students | S | S | A/O | A/O | A/O | A/O | A/O | car/van-gas card |

Key: A=Agency fundraising, D=District pays, O=Out-of-pocket, S=Special approval needed for district pay