

# High School Student Travel Summary

The following can be used as a guideline for High Travel but does not replace Board Policy.

| Scope                                                                                                                          | Approval                                                                                                       | Parent Permission/Notice                              |
|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| In-district                                                                                                                    | Only Principal approval is required.                                                                           | Advance parent notice of at least 3 days is required. |
| In-district, overnight                                                                                                         | Only Principal approval is required.                                                                           | Parent permission required.                           |
| In-state destinations must be via, accessible by, or run parallel to the road system.                                          | Only Principal and Superintendent approval is required.                                                        | Parent permission required.                           |
| No out-of-state or out-of country allowed. Exception: individual student's travel related to national contests or recognition. | Prior Principal, Superintendent, and Board approval required for the exception of individual student's travel. | Parent permission required.                           |
| No summer travel allowed at elementary.                                                                                        |                                                                                                                |                                                       |

## Field Trip & Bus Information

- Memo on [Water, Snow, and Ice Field Trip and Activities](#)
- [Field Trip Permission Forms & Field Trip Insurance Application](#)
- [Durham Bus Request Forms](#)

## Requesting Approval for Travel

1. Submit [Request for Out of District Travel](#) to Assistant Superintendent's office two (2) weeks prior to the School Board's regular meeting.
2. Submit [Student Activity Travel Authorization](#) (TA) via Google Forms three (3) weeks prior to departure date.
  - Vehicle rentals - requires approval on TA to be reimbursed.
  - Food - either paid directly by students or actual receipts paid by club account..
3. Submit [Change of Status](#) to Assistant Superintendent's office three (3) weeks prior to departure date.

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## Making Travel Arrangements

- [Anchorage tax exemption letter](#) - hotel and vehicle taxes in Anchorage will not be reimbursed.
- **Purchase Card (pCard)** - all travel should be paid for with district pCard, when possible.
- **Vehicle rentals** - may not be larger than ten (10) person vans; must accept the personal liability insurance and decline the collision damage waiver. Memo on [Guidelines for Rental Vehicle Insurance and 15 Passenger Vans.](#)
- **Lodging** - must stay in public accommodations such as hotels or school facilities. Memo on [Staff and Student Overnight Accommodation Guidelines.](#)
- **Air fare** - book through [EasyBiz portal](#) or a travel agent; checked bags will not be reimbursed.

## During Travel Reminders

- [Check out pCard](#) from your Admin. Secretary
- Print a copy of [Anchorage Tax Exemption](#) letter
- When signing a vehicle rental agreement accept the personal liability insurance and decline the collision damage waiver. If you have an accident with a rental vehicle, notify both FNSBSD Business Services department at (907)452-2000 ext. 11303 and FNSB Risk Management at (907)459-1344 within 48 hours.

## After Travel Reminders

- Turn in pCard and all itemized receipts for expenses incurred.
- Submit [Travel Expense Check Request](#) for any expenses not paid on pCard. If not submitted after thirty (30) days the travel forfeits their reimbursement.