

ACTIVITY TRAVEL GUIDELINES **(from the 2023-24 Coaches Handbook)**

Meals:

- No meals will be covered by the school on the first day of any trips except for regional and state events. If an event extends beyond one day, the school will cover all meals starting the second day. For regional and state events, students will be responsible for the first meal and all additional meals will be covered by the school.
- Limits for meals covered by the school are: breakfast- \$8, Lunch- \$12, dinner- \$15. These amounts will be per meal, per person, and not to be exceeded. If the total cost for a meal exceeds the price per meal specified, teams will have the difference between what should have been spent and the actual expenditure charged to their activity account. For example, if 10 dinner meals are purchased the total cost should not exceed \$150.00. If the total cost is \$170, then the team would have \$20 charged to their activity account. Teams will stay at hotels with continental breakfasts when at all possible to help reduce costs.
- Prior to any meal being ordered, it is the coach's responsibility to notify the restaurant that the meal is for a school and should be exempt from tax (having a tax exempt form available if necessary). Prior to payment on a district P-Card, the coach/sponsor will ensure that tax has been excluded from the amount being charged to the card. If tax is charged to the card it is the coach's responsibility to get the tax refunded to the card. Any tax amounts not excluded from payment or refunded on a district P-Card will be charged to the team's activity account. If activity funds are unavailable, the amount will be deducted from the coach's pay.
- The coach will retain an ITEMIZED receipt of the meals from the restaurant or vendor that will be submitted to the Business Office immediately following the trip.
- There will be no reimbursement for coaches' first meals.