



Leander ISD Fine Arts Department
Guidelines for Student Travel
(Updated 8.1.24)

The following guidelines are created utilizing the policies outlined in the LISD TRAIN DEPOT for specific application to Fine Arts organizations. Please note that travel outside of "Regular Program Travel" must be approved by submitting the "Sponsor's Request for Travel." Examples of this include, but are not limited to, spring trips, ANY out-of-state travel, MS trips outside of the Austin Area and non-competitive travel during the school day.

Items covered in this document:

1. Student Transportation
2. Equipment Transport
3. Overnight Travel
4. Meal Money

Student Transportation

- All school buses will be secured by directors utilizing the district transportation reservation system, TripFinder.
- A charter bus may be taken to a performance event if all of the following circumstances apply
 - The event is 85+ miles from your campus
 - There are budget funds planned/allocated in the organization's operating budget (does not apply to beyond-district travel). If funds are unavailable, funding must be available from boosters or the campus activity account.
 - Leander ISD Transportation is not available
 - Exceptions must be approved by a Fine Arts Director
- Booster clubs can pay for charter buses if the above conditions do not apply. Charter buses must be reserved utilizing the Rental Reservation Form found on the [Fine Arts Resources Page](#). Charter contracts will be handled by the Fine Arts Office.
- CHARTERS ARE NOT GUARANTEED. Availability of charters from approved LISD vendors will play a large part in whether or not charters will be reserved. Communicate this to your parents, students, and campus administration. Booster Clubs may pay for charter buses if the event does not meet the above requirements.
- Charters being paid for by boosters will be contracted by the Fine Arts Office through an approved LISD vendor. Prior to the trip, boosters will provide a check to the district for the cost of the rental.

Equipment Transport

- District-owned tractor trailers must be pulled by an LISD Tractor if the trip is less than 200 miles away. For trips 200+ miles, a rental request should be submitted for a rental unit. For long-haul trips or trips across state lines, it is recommended that rental requests are submitted at least 4-5 months in advance. LISD Tractors cannot be utilized for long-haul trips.
- LISD Tractors are reserved by the campus director in charge of transportation through TripFinder.
- Box truck rentals are available to transport district equipment for events or performances and can be reserved using the Box Truck Rental Reservation form on the [Fine Arts Resources Page](#).
- Organizations may utilize budget funds for one box truck when required to transport district-owned equipment. Additional box trucks, or trucks hauling booster items, must be paid for by the boosters.
- LISD Tractors must be driven by an Approved LISD Volunteer that has a current Texas Commercial Driver's License. Photocopies of licenses will be submitted to the LISD Fine Arts Dept. and cleared by Leander ISD Transportation.
- Box Truck Rentals must be driven by staff or Approved LISD Volunteers that have a current Driver's License. Photocopies of licenses will be submitted to the LISD Fine Arts Dept. and cleared by Leander ISD Transportation.

BEYOND DISTRICT GUIDELINES

The following overnight travel and meal guidelines apply only to approved Beyond-District Activities.

Overnight Travel

- District funding will only be provided for overnight travel if a trip is on the list of [Approved Beyond-District Activities](#). (A STAR must be completed for Beyond-District Travel if funds of any kind are being provided).
- 4 Students per room and 2 Staff/Chaperones per room. If male and female students are traveling, there must be male and female chaperones on the trip.
- Beyond District Funds will fund one adult (staff/chaperone) for every 12 students in the organization.
- If check in/competition/performance times are before noon in the below cities, a group will be allowed to stay the night before:
 - Corpus Christi
 - Cypress
 - *Ft. Worth/Dallas
 - Garland
 - Houston
- If check in/competition/performance times are before 10:00 am in the below cities, a group will be allowed to stay the night before.
 - College Station

- San Antonio
- If check in/competition/performance times do not allow for an overnight stay, the group will travel the day of the event. Student hotel stays for beyond-district activities cannot be provided by booster organizations.
- Rosters of all students, staff and chaperones must be provided prior to travel. Additional rooms requested must be paid for by boosters.
- Overnight travel for trips that are not Approved Beyond-District Activities must still be approved by the campus principal, Fine Arts Office and Superintendent utilizing the Sponsor's Request for Travel which is found on the [Fine Arts Resources Page](#).
- All overnight trips should utilize one staff/chaperone for every 12 students.
- Boosters will not make hotel reservations for Fine Arts Organizations. Hotel availability should be secured by directors and forwarded to the Fine Arts Office for approval and contract processing.
- Collaborative hotel reservations that involve multiple LISD schools (i.e. State Cheer, TMEA All-State) will be handled through the Fine Arts Office.

Meal Money

- For Beyond-District travel only, meal money is provided to LISD students, staff and chaperones at the following rates and provisions:
 - Breakfast (\$5) - must depart prior to 6:00 AM or return after 7:00 AM
 - Lunch (\$10) - must depart prior to 11:00 AM or return after 12:00 PM
 - Dinner (\$10) - must depart prior to 5:00 PM or return after 7:00 PM
- Meal money will be provided for all students and LISD Staff. If additional chaperones are traveling, the total meal allotment will include one staff/chaperone for every 12 students. Please include staff and chaperones on your submitted roster.
- A STAR must be completed for Beyond-District Travel if funds of any kind are being provided. The STAR must be accompanied by a roster of participants.
- The Student Meal Money check is picked up from the Fine Arts Department and the Sponsor will cash the check so that the cash can be distributed to the students on the trip.
- The students must sign next to their printed name on the Student Receipt form (or roster) indicating they received the funds.
- Any unused funds and the signed list must be returned to Financial Services within 5 business days following the trip.
- Any additional method of meal money disbursement should be approved and coordinated by the Fine Arts office.