

EXTRACURRICULAR ACTIVITIES

FMG  
(REGULATION)

GENERAL  
GUIDELINES

The Board authorizes the Superintendent of Schools or designee to approve all school sponsored trips. The school-building administrators will be responsible for assuring that all trips are carried out in accordance with District administrative procedures. Trip requests shall be fully completed to include the names of all travelers. Travel expenses shall be detailed for all trips. Unless otherwise noted below, all procedures outlined in DEE Regulation apply.

1. Trip requests are to be submitted 30 days prior to the trip whenever possible. All travel is to be encumbered. A requisition shall be entered using vendor 112951 (SISD Travel). The procurement method is the TR number. The commodity code is 390 (Travel Services). The special commodity code is SC12. The requisition should then be released, which will follow the established workflow rules in Munis.
2. All trips shall be justified on the basis of instructional value, performance or advanced competition. However, field trips to amusement parks, bowling alleys, movie theaters, sporting events, etc., will not be allowed with State or Federal funds. Club/activity funds may be used for such trips. Local funds may be used if the instructional value is approved by a member of Cabinet.
3. All student travelers shall comply with academic eligibility requirements as specified in current UIL guidelines.
4. Trip requests shall follow the routing procedures indicated in DEE Regulation.
5. Only expenses listed on the approved trip request will be reimbursed (unless deemed an emergency expense by appropriate administrator). Employees will be reimbursed for expenses that are reasonable and necessary to accomplish the objectives of the District.
6. Each district employee shall submit an individual trip request or be listed on a group request.
7. Students shall be supervised at all times during the trip.
8. The student to adult chaperone ratio shall be 1 chaperone to every 25 students as appropriate. Adult chaperones of the same sex shall be provided for those students who are traveling. Non-employee chaperones shall have completed a clear criminal background check and have it on file with the District. When possible, at least one of the chaperones shall be a campus administrator.

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9. Expenses for food, lodging and transportation, when not provided by other resources, become the responsibility of the school and/or organization.
10. The maximum per diem rate is \$25 per day and is calculated as follows: \$8.00 for breakfast, \$8.00 for lunch and \$9.00 for supper, including tips. However, the meal allowance will depend on available budget funds, and will be based on departure and arrival times. The daily allowance for partial days is as follows:

12:00 AM – 10:59 AM	\$8.00
11:00 AM – 5:59 PM	\$8.00
6:00 PM – 11:59 PM	\$9.00

The maximum per diem rate for coaches, sponsors, and chaperones is based on the state rate in effect at the time of travel (please refer to [http://fmx.cpa.state.tx.us/fm/travel/travel\\_rates.php](http://fmx.cpa.state.tx.us/fm/travel/travel_rates.php)). The daily allowance for partial days is indicated in DEE Regulation. The per diem for employees may be combined with the student per diem in order to determine the TOTAL allowable allocation. It is not necessary to track the employee and student per diem separately. Itemized receipts shall be turned in for student travel funded by state or federal funds, as well as trips funded by a District credit card. If the total amount is exceeded, it is at the employee's expense. If the total amount is not spent, the money shall be returned. Employees may request per diem on non-overnight trips ONLY if chaperoning students. The per diem is not taxable due to the "Directly-Related Test", meaning the sponsor is actively conducting school business.

The employee shall maintain custody of the money at all times and should not distribute the money to the students. The per diem shall not be used to purchase non-food items (medicine, paper goods, etc.). The employee is responsible for ensuring that all students are provided breakfast, lunch and dinner.

Receipts from El Paso and surrounding communities may be submitted, including receipts from local grocery stores.

11. Due to the large number of students that travel for the departments of Career & Technical Education, Fine Arts, and Athletics, where issues of not being able to dine as a group or collecting individual meal receipts exist, these departments are not required to submit receipts for students, should they so choose, when the per diem is advanced. Note that any student travel using a credit card will require individual itemized receipts, no exceptions. Career & Technical, Fine Arts, and Athletics shall

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follow DEE Regulation for employees and FMG Regulation for students. Employees must submit itemized receipts after the competition to substantiate the employee per diem amount advanced only. Students will sign the "List of Travelers" (Exhibit G) upon completion of the trip, in lieu of submitting receipts. The student athlete will stay within the District approved meal per diem. A copy of the parent permission form shall accompany the coach, trainer, director, or sponsor on the trip. For the purposes of student travel, any adult chaperone who is issued meal per diem, but is not an SISD employee, will follow DEE Regulation and needs to submit itemized receipts.

12. Students are to leave on trips no more than two (2) days prior to competition. All checks must be requested as if the students are returning the day after the competition, within reason. However, the students shall return the same day the competition ends, whenever possible. Socorro ISD will not pay any additional hotel, car rental, airfare, or meal expenses incurred as a result of personal vacation time.
13. All trips shall be reconciled within two weeks of travel, whenever possible. However, if a District credit card is used, all trips shall be reconciled within 3 days and submitted to the department secretary, and the secretary must submit all documentation to Finance within 10 business days of the last day of each month.
14. All non-UIL trips are to be funded 100% by the organization through the school or fund raising.
15. For all trips using funds raising money, all funds shall be in place thirty (30) days prior to travel.

ADDITIONAL  
GUIDELINES

Employees must reserve airfare with the District's travel agents in order to secure the best rate. However, if it is necessary to purchase airfare out of pocket, the lowest available fare must be purchased.

Employees will not be reimbursed until after the trip for any out of pocket purchases, unless approved by the Chief Financial Officer (CFO) prior to the purchase.

Upon conclusion of the trip, the employee must submit the itemized hotel receipts in order to substantiate the original lodging check that was issued prior to the trip. The trip is not considered "closed" until all itemized lodging receipts (and itemized meal receipts, if necessary) are submitted. The employee will not be reimbursed any out of pocket expenses until these items are received.

BUS DRIVER MEAL  
REIMBURSEMENT

The Transportation Department will process all bus driver meal reimbursements. However, the campus/department will still be charged for the actual cost of the meals. Due to the timing of assigning bus drivers

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to trips, the bus driver will not be required to sign the TR form issued by the campus/department. A Payment Authorization (PA) Form will be submitted for meal reimbursement instead.

ATHLETICS

The following guidelines apply:

1. Regular season trip arrangements (transportation, hotel reservations, time of departure, etc.) will be made by the campus staff with the approval of the principal and will generally be set for travel on the same day as the first day of the competition;
2. Post-season trip arrangements will be made by the athletic Department;
3. The funding sources for expenses will be approved by the Athletic Department;
4. The number of athletes/students and coaches/sponsors for any trip will be indicated on the athletic out-of-district trip request form approved by the Athletic Department; and

DEPARTMENTAL  
CREDIT CARDS

Credit cards will be used by departments for student transportation, meals, registration, and hotel accommodations immediately upon qualifying for advanced competitions. An approved trip request must be obtained prior to making these arrangements. All users must adhere to the District's Signature Card Procedures Manual. Itemized meal receipts must be returned if purchased using the District's credit card. The credit card must only be used for large purchases if being used for meals.

AUXILIARY  
GROUPS

Auxiliary groups will include but not be limited to cheerleaders, flags, winter guard, drill teams, and/or dance teams.

1. If funds are available, appropriate auxiliary groups will accompany athletic teams for post season competition.
2. All other types of competition and/or travel will be funded through fund raising activities with prior approval of the principal, appropriate director, and the Assistant Superintendent of Administrative Services.
3. Auxiliary groups are eligible for partial funding as identified under Non-UIL Events.

CAREER AND  
TECHNOLOGY  
COMPETITION

Career and technology organizations will include but not be limited to Business Professionals of America, DECA, Future Business Leaders of America and TAFE. Each organization has a regional, state and national competition.

MUSICAL  
ORGANIZATIONS

Musical organization are defined as band, choir, orchestra, guitar, piano, and mariachi and will adhere to the additional following guidelines:

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1. Trip approval from all levels shall be obtained thirty (30) days prior to travel when fundraising activities will be used; and
2. If funds are available, band will accompany athletic teams for post-season play when appropriate.

NON-UIL EVENTS

Non-UIL events will not be funded by the District except for the following, which may be funded at 50%, one time per year, per campus. Requests for partial funding shall be submitted to the Assistant Superintendent of Administrative Services thirty (30) days prior to travel. Events that qualify for partial funding are:

1. HiQ
2. Academic Decathlon (State and National)
3. Science Fair
4. Destination Imagination (DI)
5. Navy Junior Reserve Officers Training Corp (NJROTC)
6. Visual Arts Scholastic Event (VASE)
7. Texas Forensic Association (TFA) State and National Qualifiers
8. Mock Trial State Qualifiers
9. FIRST LEGO League (FLL): Elementary and Middle Schools
10. Auxiliary Groups

UIL

UIL is all academic, athletic and music activities as defined in the *UIL Constitution and Contest Rules*. All appropriate trips will be funded 100% through District funds.

COACHES/  
SPONSORS

All coaches and sponsors under the supervision of the Athletic Department shall adhere to the guidelines as set forth in the Texas High School Coaches Association's Code of Ethics. This code can be found in the SISD Athletic Handbook.

Approved:  
José Espinoza, Ed. D. Superintendent  
January 16, 2019

Board Committee Review:  
February 11, 2019