

REIMBURSEMENT FOR CO-CURRICULAR ACTIVITY EXPENSES

Statement of policy

Expenses for necessary meal and lodging expenses incurred by technology center students and sponsors involved in authorized technology center-sponsored co-curricular activities should be ~~reimbursed~~ provided by the technology center.

Definitions

Terms used in this policy are defined as follows:

"Student" means any student of the technology center who is participating in an authorized technology center-sponsored co-curricular activity.

"Sponsor" means an employee of the technology center or another person who has been authorized by the superintendent or the board of education to serve as a sponsor for an authorized technology center-sponsored co-curricular activity.

"Expenses" means any ~~actual~~ indebtedness incurred and paid by an individual student or sponsor for meals and hotel or motel accommodations associated with an authorized technology center-sponsored co-curricular activity with the intention of being ~~reimbursed~~ provided by the technology center.

"Receipt" means an invoice document issued by a vendor which has been paid as an expense by a student or sponsor. A receipt must contain the following information:

1. date indebtedness incurred;
2. date indebtedness paid;
3. amount paid;
4. amount of indebtedness;
5. who paid the indebtedness;
6. method of payment;
7. the purpose of the indebtedness including an itemized description of the goods or services purchased; and
8. the name, address and telephone number of the vendor.

A credit card slip alone is NOT a receipt.

"Supporting documentation" means a memorandum containing a request for reimbursement and explanation of the reason for the expense. All receipts for which reimbursement is sought and a claim must be attached to the memorandum.

"Claim" is a document prepared by a sponsor who seeks reimbursement which contains the following information:

1. a description of the authorized technology center-sponsored co-curricular activity;
2. meals;
3. motel and hotel expenses; and
4. encumbrance to be charged for expense.

"Credit card slip" is the customer's copy of the credit card charge form. A credit card slip alone is NOT a receipt. To qualify as a receipt, a credit card slip must be attached to a supporting invoice issued by the vendor which contains all the information required of a receipt.

"Vendor" means the individual or entity that provided the goods or services to the sponsor or student for which reimbursement is sought and a receipt for payment has been issued.

Procedure for Reimbursement

To obtain reimbursement for expenses the sponsor must:

1. Prepare and maintain complete and accurate supporting documentation with attached receipts and claims for the sponsor(s) and students. Requests for reimbursement with insufficient or incomplete documentation will be denied.
2. Submit supporting documentation with attachments to the designated technology center employee/official.

Additions for end of page 29 for approval

Advancement of Per Diem Student Meals Based on GSA Rates

In some instances, students participating in authorized technology center sponsored co-curricular activities may request an advance of meal expenses in lieu of post-travel reimbursement. When approved by the superintendent or designee, such advances shall be calculated based on the current per diem meal rates established by the U.S. General Services Administration (GSA) for the travel destination.

Student meal advances may only be provided under the following conditions:

1. **Eligibility**

Only students, as defined in this policy, participating in a technology center-sponsored co-curricular activity are eligible to receive meal advances.

2. **Rate Determination**

The amount advanced shall not exceed the applicable GSA per diem rate for meals (M&IE) for the destination city or region. The GSA rates shall be determined based on the published schedule effective at the time of travel.

3. **Advance Request**

Requests for meal advances must be submitted in writing to the appropriate administrator no later than ten (10) business days prior to the scheduled travel. The request must include:

- Names of individuals requesting the advance
- Travel destination and dates
- Approved itinerary or description of the co-curricular activity
- Estimated per diem rate based on GSA guidelines

4. **Disbursement of Funds**

Approved meal advances will be given to the sponsors for the authorized activity. Sponsors will be responsible for disbursing the appropriate per diem amounts to participating students on the day of departure, in accordance with the approved GSA rates.

5. **Receipts Not Required for Per Diem Meals**

When a per diem advance is provided, individual meal receipts are not required. However, the individual receiving the advance must sign a verification statement confirming that the funds were used for meal purposes related to the authorized activity.

6. **Accountability**

Failure to comply with the requirements of this policy may result in the denial of future advances or reimbursements.

Other Issues

A request for reimbursement must be made within thirty (30) days after the vendor's invoice is issued.

Reimbursement for necessary ~~meal and lodging~~ expenses incurred by technology center students and sponsors involved in authorized technology center-sponsored co-curricular activities may be made from the appropriate activity fund sub-account or from the general fund, as determined appropriate by the board of education.

Any interpretation of this policy shall be made solely by the board of education and shall be binding in all respects.

Violation of any of the provisions of this policy by a technology center employee/sponsor may result in dismissal or nonrenewal. Violation of the provisions of this policy by a student may result in disciplinary action.

Reference: OKLA. STAT. tit. 70, § 5-129

**GUIDELINES FOR THE SANCTIONING OF
STUDENT ACHIEVEMENT PROGRAMS**

The board of education of the technology center believes that student achievement programs (curricular, co-curricular and extracurricular) can advance the educational goals of the board of education and confer a benefit to the students of the technology center. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs that raise money and collect revenues for the benefit of students. Only those student achievement programs sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code, OKLA. STAT. tit. 70 § 5-129.

Sanctioning Procedure for Student Achievement Programs

The technology center may sanction student achievement programs that, according to the board's determination, advance the educational objectives of the technology center, are beneficial to students, and meet the requirements of this policy.

In determining whether a student achievement program should be sanctioned by the technology center, the board of education may consider: (1) if the program promotes activities that are an extension, expansion, or application of the technology center curriculum; (2) if the program assists student government or activities in carrying out special projects or responsibilities; (3) if the program assists student clubs, organizations, and other student groups in raising funds to promote activities approved by the board of education; and (4) supplemental information provided by the student achievement program in support of its application.

A written statement by a student achievement program to the board of education requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how the technology center and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; and (4) financial and performance audits, if any, which have been performed on such program by an independent accounting firm.

The written statement shall be submitted to the superintendent for preliminary review. After the program's written statement has been reviewed by the superintendent, the superintendent shall make a recommendation to the board of education. The board of education shall review the written statement, and shall sanction or decline to sanction the applicant. The decision of the board of education is final and nonappealable.

In order to maintain the status of a sanctioned program in accordance with this policy, the superintendent of schools or the board of education may require from any such program, on an annual basis, that financial and performance audits be performed on the program by an independent accounting firm. If required by the superintendent of schools or the board of education, the audits shall be submitted to the superintendent within ninety (90) days of the