

STUDENT TRAVEL

ACTIVITIES EXPENSE REIMBURSEMENT

It is the policy of the Mid-America Technology Center Board of Education to reimburse pre-approved itemized and necessary meal and lodging expenses incurred by school district students and sponsors involved in authorized school sponsored co-curricular activities. Student meal expenses will be covered on a per diem basis for out of state travel only.

Requests and arrangements for student travel will originate from the assistant superintendent's office.

Travel requests will be made as early as possible and placed on the master calendar.

A requisition for reimbursement from the activity fund must be filled out for each student and signed by the teacher/sponsor.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented lodging and meal expenses.

Claim forms for travel expenses are available in the administration office. The forms will be completed and approved on campus and hand-delivered to the business office for payment.

Student "Per Diem" Meal Allowance for out of state travel will be paid **at the current U.S. General Services Administration (GSA) rate while** ~~on an hourly basis for each hour~~ the student is off campus for official MATC representation.

In-State Travel- Transportation and registration will be provided for in-state travel. Per diem for meals will not be included for in-state travel.

Out-of-State- ~~Travel- \$1.75 per hour of time spent.~~ **Per Diem will be reimbursed at the current U.S. GSA rate.**

Other allowable expenses such as, taxi, shuttle, checked luggage, etc. will be reimbursed when accompanied by a signed receipt.

NOTE: Field trips do not count as out of state- only contest or CTSO activities.

The following conditions apply:

1. Students are not eligible for per diem unless the teacher/sponsor seeks approval in advance from the assistant superintendent.
2. Each student must sign for their own per diem (within two weeks) in order to collect the allowance.
3. All claim forms must be received by the 25th of the month in which they occurred.
4. Teacher/sponsor must sign off on student claim forms.
5. Travel must be off campus and overnight.
6. No meal receipts will be needed but, itemized receipts for all other allowable expenses will be required for reimbursement.
7. An agenda of the contest, meeting or event MUST be attached to the claim form.
8. Lodging, transportation and registration will follow existing board policy and be covered by the general fund. Meals and other allowable expenses will be covered by the activity fund.
9. Student meals paid for through registration fees paid by the district will be deducted at ~~a rate of \$8 breakfast, \$14 lunch, and \$20 dinner.~~ **the current U.S. GSA rate.**
10. Other allowable expenses must be accompanied by a signed receipt and turned in under the same conditions as the meals per diem.

STUDENT PARTICIPATION/ATTENDANCE NATIONAL CONTEST

It is the intent of Mid-America Technology Center to support and promote adult and secondary students who participate in state skills contest sponsored by student organizations (BPA, HOSA, Skills USA). The following guidelines will be in effect for student participation and attendance at a sanctioned National Contest.

1. First (1st) place winners who qualify according to the rules of the specific student organization will be covered for meals, lodging and qualifying expenses providing they fall within one of the categories listed below:
 - a. 1st place State individual competition winners who are representing Oklahoma in their respective National competition.
 - b. 1st place State team competition winners who are representing Oklahoma in their respective National competition
 - c. State and/or National officers who are required to attend National Convention to fulfill their officer duties.
2. Participating students will be required to travel with MATC personnel and remain under the supervision of MATC personnel while at the competition and on the return trip. Secondary students may be released to a parent/guardian following the competition. Adult students may be released on their own.
3. Vehicle travel will be in school owned equipment. No students will drive themselves to or from an event.
4. Airline travel is authorized for qualifying student and teacher sponsors. Teacher sponsors will use the district purchasing procedures for making reservations and payment (P.O.) for tickets.
5. Mode of travel will be determined by administration based on distance and cost.
6. Lodging arrangement will be made by Mid-America Staff. Participants will be grouped, when possible, to reduce district expense.
7. Meals, travel and lodging for the Teacher Sponsor will be reimbursed using the district employee reimbursement policy.
8. Registration for the event will be the responsibility of Mid-America Staff A district purchase order for registration will be the mode of payment.
9. Miscellaneous cost such as airport transportation to and from hotel, parking fees, mileage to and from the campus of enrollment to the airport, tolls, taxis, city bus/shuttles, and related contest costs are reimbursable with proper documentation.
10. Expenses for side trips or entertainment will not be reimbursed or paid for by district funds.

STUDENT TRAVEL AND LODGING

1. Overnight Stays will be considered for the following circumstances.
 - a. Out of state travel.
 - b. Travel more than 3 hours, 1 way.
 - c. District, state, or national officer or delegates duties.
 - d. Student required on-site activity before 7:00am, or after 10:00pm
 - e. Unforeseen circumstances with administrative approval.
 - f. Mid-America or ODCTE staff is available to be in constant supervision of student.
 - g. Lodging is approved, arranged, and paid for by Mid-America or ODCTE staff.
2. Requirements for student travel and participation in events.
 - a. Student must be In Good Standing with Mid-America Technology Center.
 - b. Student must have a signed permission slip in advance of travel.
 - c. Students MUST be registered for events by Mid-America staff.
 - d. Student registration must be paid by Mid-America Purchase Order.
 - e. Student must travel in Mid-America owned, provided, or arranged vehicle.
 - f. Student must be accompanied and supervised by Mid-America or ODCTE staff.
 - g. Student must be required to participate or compete "in person" at the event.

MID AMERICA TECHNOLOGY CENTER

Student Per Diem Travel Reimbursement Form

Student Name	Activity Fund PO#	Date
CTSO Conference Name	Date of Conference	
Location/Address of Conference	Departure Date	Return Date

A per diem meal allowance is paid only when traveling for official student activities out of state. Meal re-imburement will be at the current US GSA (U.S. General Services Administration) rate. Other allowable expenses are tolls, taxi, shuttle, checked luggage, etc and are re-imbursed based on total amount on the signed receipt provided. A mileage sheet is attached and will be re-imbursed at the current rate. A detailed Agenda must be submitted with this form. All expenses other than meals must be listed below and accompanied by signed receipts. Any student meals provided or paid for through registration will be deducted at the current US GSA rate.

(√ each that applies daily)

Meals: Breakfast Lunch Dinner Daily US GSA Rate: _____

Date

Date	Breakfast	Lunch	Dinner	Daily US GSA Rate

Miscellaneous: Attach Receipts

Date	Description	Total

Total Mileage: Attach Mileage form

Date	Description	Total
TOTAL REIMBURSEMENT		

Student Signature	CTSO Advisor Signature	Director of Full Time Programs
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