

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT

GUIDELINES FOR STUDENT TRAVEL

Below are the student travel rates, provided budgeted funds are available.

Meal Money

1. All meals paid from general funds (199) for students and sponsors (non-employee) traveling due to student travel should be calculated at \$7 per person per meal.
2. Any meal money provided over \$7 per person per meal can be paid from Activity funds and or Trust & Agency.
3. Meals for employees traveling day or overnight due to student travel will be reimbursed for actuals up to the allowable rate per the Texas Comptroller.

Check to Sponsor – Purchase Order to Sponsor

1. If money is given to students, sponsor must provide the Business Office with a list of students and their initials/signature showing they received the amount shown. A form titled “Student Meal Money” is provided on the website under Business Services, Commonly Used Forms.
2. If sponsor pays for meals as a whole, receipts must be provided and any meal money left should be returned to the campus/department secretary for immediate deposit. The Business Office should receive a copy of receipts and deposit slips.

Credit Card – Purchase Order to Citibank

1. All receipts must be returned to the Business Office with the credit card upon return.

Lodging

1. Four students per room is recommended, provided there are enough boys/girls.