

HOONAH CITY SCHOOL DISTRICT

SOP No. 8

STUDENT TRAVEL

1. PURPOSE: To establish uniform guidelines for approval of and fiscal accountability for student travel and travel study programs.
2. AUTHORITY: Superintendent
3. RESPONSIBILITY: Principal and Activity Director are responsible for ensuring compliance with these procedures. Sponsors of the students involved shall ensure compliance as trips are in progress. (See School Board Policy BP 3541.1)
4. PROCEDURE: The Principal and Activity Director are responsible for following all steps in the authorization for student travel (All District purchasing and travel procedures must be followed):
 - a. Complete the student travel request form and submit to the Superintendent for approval. Prepare and submit this form a minimum of two (2) weeks in advance. Any student travel out of state must be approved in advance by the Board.
 - b. After receiving approval for the student travel, complete the payment request form for the students and chaperone's per diem and submit to the Business Office. Please provide at least two (2) weeks in advance to allow for check processing time and have it returned to the appropriate site
 - c. Complete all other travel related requisitions (airfare, hotel, car rental), obtain supervisor and Principal approval and submit to the Business Office. Again, provide these requisitions at least two (2) weeks in advance.
 - d. Upon return submit all receipts and any remaining cash to the Accounts Payable Specialist.
 - e. Individuals who have agreed to be chaperones must stay with the students of whom they are chaperoning.
 - f. Out of state trips must be pre-approved by the Board of Education 60 days before the trip is scheduled
5. Students must be escorted and appropriately supervised during their travel. In rare cases, it is acceptable for a chaperone to place students on an airplane and to arrange for them to be met at their arrival by another chaperone.

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6. The building Principal and Activity Director shall make sure that a complete accounting of finances and a trip report are submitted to the Business Office.