

**KILLEEN INDEPENDENT SCHOOL DISTRICT
STUDENT TRAVEL, MEALS AND RELATED FUNDING
(Not for the Traditional School Day)**

The guidelines below must be followed for all student travel, regardless of the funding source (including booster clubs/Parent Teacher Association/Parent Teacher Organization).

1. School-Sponsored Trips in General

- All student travel requires prior approvals. Exhibit A portrays the required approval process based on the type of group traveling. Agreements/contracts cannot be signed until all required approvals have been obtained.
- Outside organizations, including booster clubs, are not allowed to directly pay for student travel, including transportation and/or lodging. See Administrative Procedure III-MM, Outside Organizations, for additional information.
- All overnight and out-of-state/out-of-country trips require the completion of the Request for Student Trip form, Exhibit B.
- Free (or comp) travel or destination excursions can **only** be used for the cost of employee sponsor travel.
- Charter bus service may be approved at the discretion of the Director for Transportation Services based on distance traveled and/or driver availability.
- Chaperones must undergo the same background checks as volunteers. Teachers may chaperone. The District does not pay for chaperone travel from budgeted funds. Chaperone travel can be paid from student activity funds within the ratios stated below. Chaperones must be a minimum of 21 years old. Below are chaperone guidelines (exceptions are allowed with principal approval):

Elementary	1 adult to 8 students
Secondary In-State	1 adult to 20 students
Secondary Out-of-State	1 adult to 12 students
Secondary Out-of-Country	1 adult to 12 students

- Forms in Exhibits E, F, and G (or similar) are to be used to document parent permission for field trips and chaperone agreements.
- Sponsor travel will be paid from activity funds and comp arrangements. Sponsors include employees who have direct supervision of instructional responsibilities tied to the program of students traveling.
- Elementary field trips for PreK-K are to be limited to the boundaries of Bell County, or within a radius of sixty (60) miles of Killeen. Grades 1-5 school trips are limited to within an eighty (80) mile radius of Killeen. Middle School trips are limited to within a 150-mile radius of Killeen. Overnight trips are discouraged for elementary students. Exceptions must be approved by the Assistant Superintendent, Deputy Superintendent, or Superintendent.
- Food for students on field trips cannot be purchased with budgeted funds. Activity funds can be used for this purpose.
- Transportation for School-sponsored Trips: Students are required to ride in transportation provided by the District to and from the event [except as provided for in

Board Policy FMG (Exhibit): *Student Activities – Travel*]. Organizations may elect to request transportation directly from the Transportation Services Department (using the approved request system) or, in the event complete travel services are required, utilize a travel agent currently on contract with the District. Regardless of the agent used, the transportation vendor must meet the District's minimum insurance requirements. Each vendor quote that includes bus transportation will include a current insurance certificate from the carrier. The Risk Management Department must review and approve the insurance information received from the vendor prior to the trip. Free (or comp) travel or destination excursions of any form cannot be accepted from a travel agency; the value of such discounts is to be applied to the total cost of the trip and allocated to the cost for each participating student. All negotiations with travel agencies or tour operators are to be discussed with the Contracting Specialist in the Purchasing Department prior to finalizing the contract. Only an authorized District representative is allowed to sign such contracts.

- **Vehicle Requests and Funding Provisions:** To request the use of a KISD or charter bus, the campus representative must complete an online transportation request using the District provided software system. This request must be approved in the automated system at least three weeks before the week the trip is scheduled. Booster clubs and other parental organization trips must be cleared by, and requested through, the respective campus principal using this automated system. Booster clubs and other parent organizations may donate money to the campus to cover the cost of transportation for trips. All trips sponsored by booster clubs or parent organizations must be paid for at least one week in advance of the trip. If the school is to pay for the trip from activity funds, the following should be listed in the Account to be Charged Section: Bill to (name of school) (name of account/class) activity fund. The principal must approve the request online indicating his/her approval to charge the school for the trip. A check, made payable to KISD, should be sent to Financial Services when the invoice from Accounts Receivable is received (showing the billed amount). The budget code that should be indicated on the check is 461-11-6494-00-xxx-011000 for campus activity accounts or 865-00-2192-00-xxx-000000 for student activity accounts.
- **Field Trips Using Supplemental/Campus Improvement Plan Funds (except Career and Technology Education funds):** All field trips using supplemental funds must support the Texas Essential Knowledge and Skills (TEKS), must be reasonable in costs, and must be necessary to accomplish the objectives of the grant/fund source. Field trips for entertainment, recreation, or reward are not allowed with these funds. Educational field trips are planned instructional activities that involve students in learning experiences that are difficult to duplicate in the classroom situation. Field trips using supplemental funds must be taken early enough in the year to have a positive impact on student achievement. As such, all field trips using supplemental funds must occur prior to May 1 and must be pre-approved in the automated system by the grant manager.

2. Out-Of-State/Out-Of-Country Trips

- All out-of-state trips require a minimum of one administrator who does not count as a chaperone. A second administrator shall be named in the event that the original designated administrator is unable to fulfill the obligation. Out-of-country trips require two administrators (preferably one male and one female) who do not count as chaperones. A third administrator shall be named in the event that the original designated administrators are unable to fulfill the obligation. Additional administrators traveling must

be approved by the supervising Executive Director(s). Administrator travel is paid from campus funds. Administrators from the host campus should be used when possible.

- Trips which are scheduled for out-of-state (but not out-of-country) must have the approvals as directed in Exhibit A as well as the approval of the Superintendent. KISD buses will not be used for out-of-state trips; only charter service from a KISD authorized vendor on bid is allowed. Out-of-state trips are only allowed once every other year per group. Exceptions to this rule must be approved by the Superintendent.
- All trips which are scheduled for out-of-country must have the approvals as directed in Exhibit A as well as the approval of the Superintendent and of the Board of Trustees. A preliminary budget estimate, including all proposed funding sources, must be presented to the Board of Trustees a minimum of two years prior to the planned event. This budget is to include the estimated number of students to travel, estimated cost per student, the number of chaperones, the number of administrators and the plan to cover costs (i.e., type of fundraising). Out-of-country trips are only allowed once every 4 years per group. Exceptions to this rule must be approved by the Board of Trustees.

The following guidelines will be used for funding high school student groups and teams taking trips for competition:

1. For all levels of student competition, the District may pay for registration fees and dues, transportation, lodging, and/or meals when applicable and as District funds are available. These are the maximum allowable KISD expenditures but are not guaranteed. Meals should be pre-arranged, so minimal time will be used to obtain the meal. Students should not have "sit-down" meals on school nights. Extracurricular sponsors/coaches should pick up orders that can be eaten on the bus on the way home. Student transportation and/or lodging cannot be funded directly by outside organizations.
2. For Level I competition, campus funds may be used to pay for student registration fees and dues, transportation, and/or lodging (at four students per room) when applicable. District funds may be used to pay for student meals when events are outside of KISD attendance zones. One meal will be provided for student participants who are attending in-District (KISD) all day events. Approved student meals will be paid at the rate of \$9 per meal.
3. For Level II and III competitions, beyond-District funds may be used to pay for student registration fees and dues, transportation, lodging (at four students per room) and/or meals when applicable. Student meals will be funded up to three meals per day at \$9 per meal for Level II and III competitions not requiring an overnight stay and at GSA rates for Level II and III competitions requiring an overnight stay and will be figured in the same manner as employee per diem for travel.
4. For Levels II and III competitions, beyond-District funds will be used to pay for sponsor and administrator registration fees and dues, transportation, lodging (at two sponsors/administrators per room) and/or meals when applicable. Sponsor and driver meals will be funded up to three meals per day at the same rate as students.
5. All other student travel guidelines apply to beyond-District travel.
6. All meal requests are entered in the Laserfiche software system by the sponsor and routed to the appropriate approvers. Once approved in Laserfiche, funding is processed to provide a district credit card, direct check, or cash to pay for the authorized meals. Cash transactions are strongly discouraged.

7. Student meal requests must be initiated following Administrative Procedure III-V, Purchasing Guidelines. Sponsors are responsible for returning funds received that are in excess of the number of students attending or meals costing less than the approved rate per attendee to the Treasury Department.

For teachers who enter students to participate in state level choirs at the elementary and middle school levels, and whose students earn a place in one of these choirs, funding from beyond-District funds will apply as follows:

1. Teacher must be a member of the organization at own expense, unless provided through direct allocation from KISD with regard to professional memberships. This is non-refundable if paid using personal funds.
2. Teacher must pay his/her registration to the conference sponsoring the choir if Conference is not at state conference paid through campus direct allocation funds. This is non-refundable.
3. Reimbursable expenses for teachers of students who are accepted into the choir include: transportation, lodging, and meals when applicable. Sponsor meals will be funded at the same rate and figured in the same manner as employee per diem for travel. Sponsors will need to complete a Professional Leave form to be reimbursed for meals.
4. Teacher may not serve in the place of a parent/chaperone nor lodge in the room with a student.

For students auditioning for state level choir:

1. Students are responsible for paying the fee to audition for the choir. This fee is non-refundable.
2. Students are responsible for any personal expenses incurred prior to, during, or following the event (e.g., uniform requirements, purchasing group photo of choir).
3. If selected for participation in the choir, these expenses will be paid by KISD:
 - a. Travel to and from the location of the conference sponsoring the choir will be provided for student only.
 - b. Food at a rate of \$9 per meal will be provided for student only.
 - c. Lodging provided for one (1) or two (2) student(s) per room, with requirement of two (2) whenever possible.

Definitions

- | | |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level I | <ul style="list-style-type: none">• The first round of competition is an elimination process, or• The only competition a group attends, or• Those where the registration fee also covers room and meals or• Competitions without an elimination process. |
| Level II | <ul style="list-style-type: none">• Competitions above Level I. |
| Level III | <ul style="list-style-type: none">• Competitions at the state or national level. |

High Schools/Middle Schools

Level	Student Registration	Student Transportation	Student Meals	Student Lodging	Sponsor Registration	Sponsor Transportation	Sponsor Meals	Sponsor Lodging
I	Campus	Campus	Campus	Campus	Campus	Campus	Campus	Campus
II	Beyond-district	Beyond-district	Beyond-district	Beyond-district	Beyond-district	Beyond-district	Beyond-district	Beyond-district
III	Beyond-district	Beyond-district	Beyond-district	Beyond-district	Beyond-district	Beyond-district	Beyond-district	Beyond-district

*All Level I trips are funded by the campus, organization, or student club.

Elementary/Middle School Levels for state choirs

Level	Student Registration	Student Transportation	Student Meals	Student Lodging	Sponsor Registration	Sponsor Transportation	Sponsor Meals	Sponsor Lodging
I	Campus	NA	Not funded	Not funded	*	NA	NA	NA
II	NA	NA	NA	NA	NA	NA	NA	NA
III	Beyond-district	Beyond-district	Beyond-district	Beyond-district	*	Beyond-district	Beyond-district	Beyond-district

*Conditions of #1 and #2 for elementary/middle school criteria apply.

DISTRICT PAYS “BEYOND-DISTRICT” FEES

Transportation: 199-36-6494-00-034-099XXX (KISD BUS)
 199-36-6412-XX-034-099XXX (CHARTER BUS/WHITE FLEET)

All other fees: 199-36-6412-00-034-099XXX (Students)
 199-36-6411-00-034-099XXX (Sponsors)

KEY FOR FUNDING FOR STUDENTS/SPONSOR TRIPS

(I) = Level I Activity	P* = Teacher meals @\$9 each (B/L/D)/Teacher per diem (Overnight)
(II) = Level II Activity	P** = Student meals @ \$9 each (B/L/D)
(III) = Level III Activity	X = District (budget funds) does not pay costs
BD = Beyond-district pays costs	N/A = Not Applicable
C = Campus pays costs	

ACADEMIC	STUDENT REGISTRATION	STUDENT TRANSPORT	STUDENT MEALS	STUDENT LODGING (4 PER ROOM)	SPONSOR REGISTRATION	SPONSOR TRANSPORT	SPONSOR MEALS	SPONSOR LODGING
JROTC								
(I) Drill Contests/Parades/Clinics	C	C	C	X	C	C	C	X
(III) State / National Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
Literary (UIL)								
(I) District Competition	C	C	C	N/A	C	C	C P*	N/A
(II) Region Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
(III) State Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
Robotics								
(I) District Competition	C	C	C	C	C	C	C P*	C
(II) Region Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
(III) State Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
Speech								
(I) District Competition	C	C	C	N/A	C	C	C P*	N/A
(I) Qualification meets (TFA)	C	C	C	C	C	C	C P*	C
(II) Region Competition (UIL)	BD	BD	BD P**	BD	BD	BD	BD P*	BD
(III) State Competition (III)	BD	BD	BD P**	BD	BD	BD	BD P*	BD
(III) State Tournament (TFA)	BD	BD	BD P**	BD	BD	BD	BD P*	BD

ATHLETICS	STUDENT REGISTRATION	STUDENT TRANSPORT	STUDENT MEALS	STUDENT LODGING (4 PER ROOM)	SPONSOR REGISTRATION	SPONSOR TRANSPORT	SPONSOR MEALS	SPONSOR LODGING
(I) District Competition	C	C	C	N/A	C	C	C P*	N/A
(II) Region Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
(III) State Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
CHEERLEADING	STUDENT REGISTRATION	STUDENT TRANSPORT	STUDENT MEALS	STUDENT LODGING (4 PER ROOM)	SPONSOR REGISTRATION	SPONSOR TRANSPORT	SPONSOR OR MEALS	SPONSOR LODGING
Cheerleaders								
(I) Cheer competition	C	C	C	C	C	C	C	C
(I) Athletic competitions	N/A	C	C	N/A	N/A	C	C	N/A
(I) District athletic competitions	N/A	C	C	N/A	N/A	C	C	N/A
(II) Bi-District athletic competitions	N/A	BD	BD P**	N/A	N/A	BD	BD P*	N/A
(II) Area athletic competitions	N/A	BD	BD P**	N/A	N/A	BD	BD P*	N/A
(II) Regional athletic competitions	N/A	BD	BD P**	N/A	N/A	BD	BD P*	N/A
(III) State athletic competitions	N/A	BD	BD P**	N/A	N/A	BD	BD P*	N/A

CTE	STUDENT REGISTRATION	STUDENT TRANSPORT	STUDENT MEALS	STUDENT LODGING (4 PER ROOM)	SPONSOR REGISTRATION	SPONSOR TRANSPORT	SPONSOR MEALS	SPONSOR LODGING
BPA								
(I) Regional Competition	C	C	C	C	C	C	C P*	C
(III) State/National Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
DECA								
(I) District Competition	C	C	C	C	C	C	C P*	C
(III) State/National Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
FBLA								
(I) District Competition	C	C	C	C	C	C	C P*	C
(III) State/National Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
FCCLA								
(I) Regional Competition	C	C	C	C	C	C	C P*	C
(III) State/National Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
FFA								
(I) Stock Shows/Invitationals	C	C	C	C	C	C	C P*	C
(I) District Competition	C	C	C	C	C	C	C P*	C
(II) Area Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
(III) State/National Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
HOSA								
(I) Area Competition	C	C	C	C	C	C	C P*	C
(III) State/National Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
Skills USA								
(I) District Competition	C	C	C	C	C	C	C P*	C
(III) State/National Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
TAFE/Educators Rising								
(I) District Competition	C	C	C	C	C	C	C P*	C
(III) State/National Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
TSA								
(I) District Competition	C	C	C	C	C	C	C P*	C
(III) State/National Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
VEX Robotics or First Robotics Competition								
(I) District Competition	C	C	C	C	C	C	C P*	C
(III) State/National Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD
Cyber Patriot (Cybersecurity)								
(I) District/Regional Competition	C	C	C	C	C	C	C P*	C
(III) State/Semi-Finals/National Competition	BD	BD	BD P**	BD	BD	BD	BD P*	BD

FINE ARTS	STUDENT REGISTRATION	STUDENT TRANSPORT	STUDENT MEALS	STUDENT LODGING (4 PER ROOM)	SPONSOR REGISTRATION	SPONSOR TRANSPORT	SPONSOR MEALS	SPONSOR LODGING
Band								
(I) TMEA District/Region Audition	C	C	C	N/A	N/A	C	C	N/A
(I) UIL District S/E Contest	C	C	C	N/A	N/A	C	C	N/A
(I) UIL Concert/Sight Reading	C	C	C	N/A	N/A	C	C	N/A
(I) UIL Region Marching Contest	C	C	C	N/A	N/A	C	C	N/A
(II) UIL Area Marching Contest	BD	BD	BD P**	N/A	N/A	BD	BD P*	N/A
(II) TMEA Area Audition	BD	BD	BD P**	N/A	N/A	BD	BD P*	N/A
(III) UIL State Marching Contest	BD	BD	BD P**	N/A	N/A	BD	BD P*	N/A
(III) TSSEC State S/E Contest	BD	BD	BD P**	N/A	N/A	BD	BD P*	N/A
(III) TMEA All-State Band	BD	BD	BD P**	BD	BD	BD	BD P*	BD
(I) TCGC Indoor Percussion	C	C	C	N/A	N/A	C	C	N/A
(II) TCGC State Indoor Percussion	N/A	BD	BD P**	BD	N/A	BD	BD P*	BD
(I) Athletic competitions	N/A	C	C	N/A	N/A	C	C	N/A
(II) Bi-District athletic competitions	N/A	BD	BD P**	N/A	N/A	BD	BD P*	N/A
(II) Area athletic competitions	N/A	BD	BD P**	N/A	N/A	BD	BD P*	N/A
(II) Region athletic competitions	N/A	BD	BD P**	N/A	N/A	BD	BD P*	N/A
(III) State athletic competitions	N/A	BD	BD P**	N/A	N/A	BD	BD P*	N/A
Choir/High School								
(I) TMEA District/Region Audition	C	C	C	N/A	N/A	C	C P*	N/A
(I) UIL Concert/Sight Reading	C	C	C	N/A	N/A	C	C P*	N/A
(I) UIL District S/E Contest	C	C	C	N/A	N/A	C	C P*	N/A
(I) TMEA All-Region Choir	C	C	C	X	N/A	C	C P*	N/A
(II) TMEA Pre-Area Audition	BD	BD	BD P**	N/A	N/A	BD	BD P*	N/A
(II) TMEA Area Choir Audition	BD	BD	BD P**	N/A	N/A	BD	BD P*	N/A
(III) TSSEC State S/E Contest	BD	BD	BD P**	N/A	N/A	BD	BD P*	N/A
(III) TMEA All-State Choir	BD	BD	BD P**	BD	BD	BD	BD P*	BD
(III) ICHAC Semi finals	BD	BD	BD P**	N/A	N/A	BD	BD P*	BD
(III) ICHAC Finals	BD	BD	BD P**	BD	N/A	BD	BD	BD
Choir/Elementary-Middle Schools								
(I) TCDA State (Non-UIL)	C	X	X	N/A	N/A	X	X	N/A
(III) TCDA State (Non-UIL) *ES/MS compete alternating years	BD	BD	BD P**	BD P**	N/A	BD	BD P*	BD
Drama (One Act Play)								
(I) UIL District	C	C	C	N/A	N/A	C	C	N/A
(I) UIL Bi-District	BD	BD	BD P**	BD	N/A	BD	BD P*	BD
(II) Area Competition	BD	BD	BD P**	BD	N/A	BD	BD P*	BD
(II) Region Competition	BD	BD	BD P**	BD	N/A	BD	BD P*	BD
(III) State Competition	BD	BD	BD P**	BD	N/A	BD	BD P*	BD

FINE ARTS	STUDENT REGISTRATION	STUDENT TRANSPORT	STUDENT MEALS	STUDENT LODGING (4 PER ROOM)	SPONSOR REGISTRATION	SPONSOR TRANSPORT	SPONSOR MEALS	SPONSOR LODGING
Drill Team								
(I) Competition during school year	C	C	C	X	N/A	C	C	X
(I) Athletic competitions	N/A	C	C	N/A	N/A	C	C	N/A
(II) Bi-District athletic competitions	N/A	BD	BD P**	X	N/A	BD	BD P*	X
(II) Area athletic competitions	N/A	BD	BD P**	X	N/A	BD	BD P*	X
(II) Region athletic competitions	N/A	BD	BD P**	X	N/A	BD	BD P*	X
(III) State athletic competitions	N/A	BD	BD P**	X	N/A	BD	BD P*	X
Color Guard								
(I) Competition during school year	C	C	C	X	N/A	C	C	X
(II) Area competitions	BD	BD	BD P**	N/A	N/A	BD	BD P*	BD
(III) Circuit Championship	BD	BD	BD P**	N/A	N/A	BD	BD P*	BD
(I) Athletic competitions	N/A	C	C	N/A	N/A	C	C	N/A
(II) Bi-District athletic competitions	N/A	BD	BD P**	X	N/A	BD	BD P*	X
(II) Area athletic competitions	N/A	BD	BD P**	X	N/A	BD	BD P*	X
(II) Region athletic competitions	N/A	BD	BD P**	X	N/A	BD	BD P*	X
(III) State athletic competitions	N/A	BD	BD P**	X	N/A	BD	BD P*	X
Strings/Orchestra								
(I) TMEA District/Region Audition	C	C	C	N/A	N/A	C	C	N/A
(I) UIL District S/E Contest	C	C	C	N/A	N/A	C	C	N/A
(I) UIL Concert/Sight Reading	C	C	C	N/A	N/A	C	C	N/A
(II) TMEA All-Region Orchestra	C	C	C	X	N/A	C	C	N/A
(II) TMEA Area Audition	BD	BD	BD P**	N/A	N/A	BD	BD P*	N/A
(III) TSSEC State S/E Contest	BD	BD	BD P**	N/A	N/A	BD	BD P*	N/A
(III) TMEA All-State Orchestra	BD	BD	BD P**	BD	BD	BD	BD P*	BD

DATE: July 2022
January 2022

CONTACT: Assistant Superintendent for Learning Services