

Travel Expense Guide

Meals

Student Travel (Students & Adults)

Meal	Maximum Rate	Time
Breakfast	\$9.00	Depart before 6 am
Lunch	\$10.00	Depart before 11 am
Dinner	\$11.00	Arrive home after 7 pm
Daily Max.	\$30.00	

First meal out is NOT reimbursed; STUDENT and ADULT travelers must sign Receipt Log upon receipt of funds/meals

NO reimbursement for meals provided by conference, host, hotel, event, etc. including continental breakfasts

Maximum Rate will be paid in advance for students and accompanying chaperones/coaches/drivers

Receipt Logs and unused funds MUST be returned to District for STUDENT travel, including chaperones/coaches/drivers

Lodging

Student Travel (Students & Adults)

Lodging provided for state tournaments if needed, or upon Superintendent approval

Any lodging for STUDENT travel must be approved by Superintendent in advance

Students/Adults must pay for any hotel incidental costs when checking out

Transportation

Student Travel (Students & Adults)

Students MUST travel in District vehicles (unless approved in advance in writing)

Driver must show valid driver license upon checkout of car/van/truck

Governing Board approval required for out-of-state travel

For Lodging rates see:

[State of Arizona Accounting Manual - TRAVEL \[Topic 50; Section 95\]](#)