



Galveston ISD
084-902
(Regulation)

FMG-R

STUDENT TRAVEL

REQUEST

All field trips shall be arranged through the **Campus Principal, or Department Director** and the request shall be forwarded to the Superintendent or designee **if further approval is needed**. Central office approval shall be contingent on instructional value, available fuel, drivers, and buses.

All travel must be approved through Purchase Order Process. Each purchase order requesting travel must be accompanied by completed **"Field Approval"** form.

All trips must follow FMG Policy Guidelines.

APPROVAL

The request for trip approval and the extracurricular trip transportation request forms must be submitted to the appropriate administrator [see FMG(LOCAL)] at least 15 days prior to the date of departure.

If out of state travel, forms must be submitted 45 days prior to departure to the superintendent's office for approval & signature.

SCHOOL VEHICLE/AIRFARE

School Vehicle – Required Transportation Request must be submitted to the GISD Transportation Department. A completed form will include a budget code with an approved supervisor signature. All school vehicles will be operated by a school employee only.

Gas Cards - The Transportation Department shall determine if a gas card is applicable for the type of trip. Gas Cards are available in the Transportation Department and should be checked out according to the Transportation Department procedures.



Gas cards and receipts should be returned to the Transportation Department immediately upon return from trip.

Airfare - All trips involving airfare must be approved by the Superintendent prior to making arrangements. All flight arrangements will be made by the **Department or Campus** processing the trip. Legal names and birth dates are required for booking flights. No changes to flight arrangements will be made by individuals. **All changes will go through the Campus or Department processing the trip.**

GISD/TRANSPORTATION

In general, students participating in school-sponsored trips shall be transported using District-provided transportation when transportation is required for the activity.

When transportation is provided by the District, students shall travel to and from the event using the District-approved transportation unless an exception is approved in accordance with District procedures.

When a parent or guardian requests that a student travel by means other than District transportation, the parent or guardian may submit a written request to the school-sponsored organization or activity sponsor. The sponsor may approve the request only when the parent or guardian assumes responsibility for transporting the student and the request is consistent with District requirements.

A parent or guardian may also request in writing that his or her child be permitted to ride with or be released to the parent or guardian at the conclusion of the event. Such requests shall be submitted in advance and shall be documented by the sponsoring campus or organization.

The District shall not release a student to another individual unless that individual is properly authorized by the student's parent or guardian and the release is documented in accordance with District procedures.

Transportation requests and arrangements shall be coordinated through the Transportation Department when District



transportation is required. Availability of buses and qualified drivers shall be considered before final approval of any trip.

MEALS

The **student** per diem rate is up to \$36 per day. Will be allocated as follows (or as budget allows):

Breakfast - \$10.00 leave before 7 a.m.

Lunch - \$12.00 leave before 11 a.m.

Dinner - \$14.00 return after 7 p.m.

Student meals are to be paid for via District Credit Card during Student trips/activities. Paying via Purchase Orders (PO – Check) is also an option if the vendor is an active GISD vendor, and the event nature allows for them to get a check on time.

REGISTRATION

All conference registration(s) form (s) will need to be completed and a copy submitted with the requisition **for** purchase order. If registration is entered on-line, make a copy of completed form to be submitted as a receipt.

OUT OF STATE TRAVEL

As per Policy FMG, all out of state student travel must be approved by the principal, the Superintendent, and the Board of Trustees prior to travel date.

CONSENT

Each student must have on record a form signed by a parent, giving permission to participate in trips sponsored by the school.

District personnel or parent(s) must accompany students on all school-sponsored trips and will assume responsibility for the students' proper conduct.

The adults supervising any student trip will take with them copies of each student's consent to travel and consent to treat documentation.



CHAPERONES/SUPERVISORS

For trips there must be a ratio of one adult for each 15 students.

For one-day only trips, there shall be a ratio of one adult for each 15 students in the elementary grades and one adult for each 30 students in the secondary grades.

For overnight trips, there shall be at least one adult for each 15 students.

When both male and female students participate in a school sponsored overnight trip, they will be accompanied by at least one male and one female sponsor. Special circumstance consideration may be approved by the Superintendent.

The expenses of chaperones for school-sponsored trips must be incorporated into the trip budget.

CRIMINAL HISTORY RECORD CHECKS

In advance of any student trip, the District will obtain the criminal history record of all people serving as supervisors or chaperones. [See GKG]

MISCELLANEOUS

Parking – will be paid with the District Credit Card. The District sales tax exception opportunity should be utilized with all efforts if the if the opportunity exists. IE: Hotel Check out.

Car Rental – is only available with supervisor approval. Rental Services are usually acquired when traveling out of State and with a big group of students (Competitions, Athletic events, etc).

These services may be paid via District credit card or Purchase Order if the company is approved GISD vendor.

For in-State, our Transportation Department might provide a District Vehicle for you and your group.

The District also has approved vendors that will take a Purchase Order for Student travel/transportation for certain events.



Please check with Transportation and Purchasing if any questions on this process.

- The District has an account set up with Enterprise, but other companies can also be used.

Shuttle or cabs – only available with supervisor approval. They are to be paid via district credit card.