

STISD Travel that Requires Board Approval

I. Out of District Student Travel

II. Out of State Staff Travel

STAFF INSTRUCTIONS

1. Name of traveler
2. Traveler's campus
3. Destination
4. Function to be attended
5. Date & time of departure and return.
6. Anticipated Expenses
 - a. Transportation
 - i. Airfare
 - ii. Private Vehicle - Number of miles to be driven in private vehicle times rate per mile. [Click here](#) to calculate miles between two cities.
 - iii. School Bus - Number of miles to be driven in school bus times the rate per mile times the number of buses. [Click here](#) to calculate miles between two cities.
 - b. Lodging (per individual, per room, per night)
 - c. M&IE Rate (Meals & Incidentals Expenses) Receipts are not required
 - i. State Rate Staff \$36.00 per day
Students \$21.00 per day
 - ii. Out of State Rate
Based on GSA Domestic per diem rate.
To obtain GSA Rate [click here](#), then click on State traveling to. Schedule with M&IE rate will appear.
Use appropriate rate for city you are traveling to. Please note first and last day are 75% of regular rate. Staff travels at M&IE Rate. Students travel at 58.33% (0.5833) of M&IE Rate.
 - d. Other expenses-Parking, Taxi Fares, etc.
7. Save completed PDF file and email to principal or print completed PDF file and submit to principal for processing.

PRINCIPAL INSTRUCTIONS

Write a cover memo that includes:

1. Purpose, educational objective
2. Dates
3. Number of students/sponsors
4. Recommendation
5. Is trip budgeted?
6. Total Expense:
 - a. Portion paid by district
 - b. Portion paid by club
7. Email to superintendent for approval (CC: Sonia Rodriguez)