

Travel, Field Trips & Reimbursement Policy

Purpose: To establish guidelines for school-related travel and reimbursements.

Rationale: UHS acknowledges the value of having staff and students engaged in educational-related travel. The board supports travel for the following three reasons: 1) Professional-development related travel for UHS employees, 2) Student off-campus travel during the school elective session, which may include trips out of California to such countries as Belize or Costa Rica, 3) Co-curricular and extra-curricular trips during the school year led by staff or coaches.

Procedures and Approval: The Superintendent must approve all trip requests, but only out-of-country travel must have Board approval.

Trip Planning: When planning trips involving students, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, student cost, and transportation and supervision requirements. Staff shall also consider the field trip locations accessibility and accommodation provisions. Any student who has demonstrated that their presence on the trip would pose a safety or disciplinary risk may be excluded.

Student Fees: When allowed by law, students may be charged reasonable fees for transportation or asked for a donation to cover expenses. Expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from school funds.

Permission Forms for Students: Parents of student participants shall complete a "Participation in Voluntary Field Trip" form and a "Liability Waiver" form as approved by our risk management organization in keeping with Ed Code 35330-4(d). High-risk activities associated with the trip must be disclosed to students and parents before the trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims. [Education Code 35330-4(d)]

The board does not endorse, support, or assume liability in any way for any staff member of this school who takes students on trips not approved by the board, the superintendent, or the superintendent's designee.

Staff Travel: The superintendent or principal must approve all staff trips and if travel/conference is to involve costs to the district other than mileage and/or the employee's salary, a "Travel and Conference Request" form is required (if a group of staff are attending an event, a single "Travel and Conference Request" form can be filled out by an administrator).

Expense Reimbursement: Expenses, which are in compliance with established expenditure reimbursement guidelines, may be reimbursed. The superintendent and Principal are authorized to approve these reimbursements and may approve claims in which meal costs exceed the stated limits due to location and other cost factors.

Meals

In general, the per diem rates for meals will be as follows:

Breakfast \$15.00

Lunch \$18.00

Dinner \$25.00

Meals may be reimbursed while traveling if the following criteria are met:

1. Breakfast Travel commences 1 hour prior to beginning of regularly scheduled work hours.
2. Lunch Travel commenced prior to 10:30 a.m. with ETA after 1:30 p.m.
3. Dinner Travel ends 3 hours after regularly scheduled work assignment

During a conference, meals are reimbursed for the days of attendance, provided the meals are not provided at the conference.

In addition to conference registration fees, transportation, and lodging, incidental costs may be approved by the superintendent or principal, provided such other costs are explained in detail and do not include personal expenses. Alcohol expenses are not a reimbursable expense.

Lodging: Lodging shall be reimbursed for authorized stay-over. If a spouse is in attendance, reimbursement shall not exceed the rate for single occupancy lodging.

Expense Report: Whenever travel is properly authorized and costs are incurred, the employee is required to submit an expense report. A valid proof of payment shall also be provided and attached to the claim for items such as air fare/train fare, lodging, registration, conference fees/conference meals, car rentals and all other incidental expenses approved by the superintendent

Extended travel: Before or after a conference extended travel is allowed, provided the claimant pays for all such additional costs. A Claimant would not be expected to pay, for example, if discounted flights prior to (or subsequent to) the event were discounted

which when grouped together with other associated costs would make it financially advantageous to arrive earlier or leave later.