

Student Meals (In and Out of State)

Student meals for extra-curricular activities and competitions will be advanced and paid for by the District after District level advancement.

The maximum allowable meal reimbursement rates are as follows:

Breakfast: up to \$8.00 if you leave TCISD before 6:00am or return to TCISD after 6:00am

Lunch: up to \$10.00 if you leave TCISD before 12:00pm or return to TCISD after 12:00pm

Dinner: up to \$12.00 if you leave TCISD before 6:00pm or return to TCISD after 6:00pm

Full Day: up to \$30.00 if you are out for the full day

Note: above rates do not apply to Student Activity Funds (Fund 865).

Procedures

- In the event a check is requested for meals, the check will be made payable to the trip sponsor, who is then responsible for the funds and for supporting documentation.
- Travel advance forms should be completed at least 10 days prior to the travel date whenever possible. An estimated number of students to support the number of meals requested for extra-curricular activities and competitions needs to be submitted with the travel advance forms.
- A check will be issued to the sponsor within 30 days of the travel event for all student meal per diems.
- Sponsor must submit detailed receipts for the meal expenses or a student log supporting the use of the travel advance.
- The sponsor shall complete the Travel Advance Withholding Authorization after the travel event and shall certify the "actual costs". The actual costs shall include any meal tips. If the actual costs are less than the advanced per diem, the sponsor must reimburse the unspent funds to the district within 7 days of the travel event. Failure to do so will result in TCISD withholding amounts not supported by backup documentation/receipts or cash from the sponsor's paycheck.
- If students will be individually provided their meal money, a log shall be prepared with the students' names, the amount of meal money, and the students' signatures for funds received. No copies are allowed to be turned in. Student log should be signed by the trip sponsor and Budget Manager/Campus Principal/Program Director. The completed log is to be turned into the Accounts Payable Department within 7 business days after the trip, along with any unused funds. Generally, students are individually given money for their own meals when they will be at an event such as a UIL competition where a concession stand may be the only meal option.
- If the trip sponsor is paying for the students' meals at the restaurant, the receipts and unused funds need to be submitted to the Accounts Payable Department within 7 business days after the trip. If dining within district, the restaurant must be an approved vendor.
- All receipts should be itemized and the names of those in attendance at the meal shall be included with the receipt.
- Student meal advancement should not be used to pay for employee meals.
- If a school issued credit card is used for student meals, a detailed receipt for the student meals must be submitted to the Accounts Payable Department within 7 days after returning from travel.