



CHANDLER UNIFIED SCHOOL DISTRICT ATHLETIC DEPARTMENT

IN-STATE MEAL ALLOWANCE GUIDELINES

The following guidelines are for the use of Auxiliary **gate receipt** monies for meals for interscholastic athletics.

- At the High School Athletic Director's (AD) discretion, one meal per day may be provided as a result of participating in a regularly scheduled competition or a state tournament outside of the Phoenix and Tucson metropolitan areas.

THE IN-STATE MEAL REIMBURSEMENT WILL BE LIMITED TO:

<u>Breakfast</u>	\$7.00 a meal - if leaving your school prior to 7:45 am.
<u>Lunch</u>	\$10.00 a meal - if leaving your school prior to 12:30 pm.
<u>Dinner</u>	\$13.00 a meal - if leaving off-site school event after 6:30 pm.

- **Meals will not be funded if any of the following apply:**
 - The game is within the Phoenix and Tucson metropolitan areas,
 - The team travels, plays the contest and returns directly home, OR
 - Competition is due to an invitational by choice of coaching staff.

NOTE: The School may provide a **meal** if the school is involved in an **all-day tournament** within the metropolitan area. Visit your Athletic Director for approval.

HOW DO I GET A CHECK FOR MEAL MONEY?

1. **After the Meal Allowance Invoice** is approved by your Athletic Director, it should be sent to Accounts Payable. The check will be issued in the coach's name and will need to be cashed before the event.
2. The coach **shall receive an envelope from the Bookstore** for each trip/event.
3. The envelope must be filled out and all meal receipts returned to the Bookstore after the trip, along with any remaining funds to be deposited back in to the Auxiliary gate receipt account.
4. **IF** cash is given to each student as a daily allocation, the student **must sign the envelope** next to their name and amount given. Receipts are not required when giving a daily allocation to the student.

CAN A P-CARD BE USED FOR MEAL MONEY?

- **ONLY** under extenuating circumstances (ie: bracket playoffs where 1-2 days' notice was given to the school as to the location of the event being outside of the metropolitan area), will a P-CARD be authorized to use.
- The **Purchasing Manager must** give authorization beforehand and the email approval **must** be attached to the PCARD log.
- For meal money that was **not** requested in time to receive a check, the AD must request a **one-time exception** and contact CUSD's CFO, Purchasing Manager and the Director of Athletics to receive authorization to use the school's PCARD. Email authorization must be attached to the PCARD log along with the Meal Allowance Invoice form if request is granted.

Any deviation from these guidelines must be approved by the CFO, Lana Berry.