



## CHANDLER UNIFIED SCHOOL DISTRICT ATHLETIC DEPARTMENT

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### ***OUT-OF-STATE MEAL ALLOWANCE GUIDELINES***

The following guidelines are for the use of **student activity, tax credit or auxiliary monies** for meals for out of state extracurricular travel.

- At the Principal's or Athletic Director's (AD) discretion, meal money may be provided as a result of participating in an event outside of Arizona.
- When available, **booster/PTO money** should be utilized first for meal costs associated with out of state events before using student activity, tax credit or auxiliary funds.
- If booster/PTO money is **not** available, the teacher/coach can ask each student to bring money for their own food.

#### **THE OUT-OF-STATE MEAL REIMBURSEMENT WILL BE LIMITED TO:**

<u>Breakfast</u>	<b>\$10.00 a meal - if leaving your school site prior to 7:45 am</b>
<u>Lunch</u>	<b>\$13.00 a meal - if leaving your school site prior to 12:30 pm or returning home after 12:30 pm</b>
<u>Dinner</u>	<b>\$17.00 a meal - if leaving your school site prior to 6:00 pm or returning home after 6:00 pm</b>

**NOTE:** For athletics, meals will not be funded by Auxiliary gate receipt money if the competition is due to an invitational by choice of the coaching staff.

#### **HOW DO I GET A CHECK FOR MEAL MONEY?**

1. **When requesting meal money**, the Meal Allowance Invoice must be filled out and approved at least 14 days prior to the event. Once approved by your AD or supervisor, it should be sent to Accounts Payable. The check will be issued in the teacher's/coach's name and will need to be cashed before the event.
  2. The use of **Student Activity** money must be approved with club minutes. Your Principal must approve the use of **tax credit or auxiliary** money. It is recommended when using **student activity** money that the dollar amount approved for meals follow the limits provided in the guidelines above.
  3. The teacher/coach shall receive an envelope from the Bookstore for each trip/event. 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 club account.
  4. **IF** cash is given to each student as a daily allocation, each student must sign the envelope next to their name and amount given. Receipts are not required when giving a daily allocation to the student when following the meal dollar limit.
- **PCARD use for club/athletic meals is NOT allowed for out of state travel, money must be requested in advance.**

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