

Meal/Travel Reimbursement for Extracurricular Activities

Beginning July 1, 2021, meal reimbursement will only be approved for certain PIAA-sponsored events, such as District 5 playoff games and state competitions and will be limited to student participants, bus drivers, advisors and coaches. All other extracurricular events for regional, district and state competitions will follow the same guidelines.

Reimbursement for Meals:

- **Option # 1**—Coach/Advisor requests a check for meals in advance of the event. Request must be on the attached Meal Expense Report and delivered to the Business Office a minimum of two (2) days prior to the event and must include participants' last names (including coaches). Coach/Advisor must return the meal receipt attached to the form with any unused funds to the Business Office within three (3) days of the event. Any meal cost above the approved meal allotment detailed below will be the responsibility of the students, coaches or booster group.
- **Option # 2**—Coach/Advisor pays for meals at the event and requests reimbursement from the Business Office. The request must be made on the Meal Expense Report and include the original receipt for meals, a list of students and coaches, and the name and date of event. The request must be signed and returned to the Business Office within three (3) days of the event.

Full-day event (6 hours or more): Each participant and coach will be permitted \$5.00 for breakfast**; \$8.00 for lunch; \$10.00 for dinner. The approved meal rate includes all tax.

The District will not reimburse for server tips and absolutely no alcohol may be purchased.

***Breakfast is only covered if the event is more than 6 hours or the event requires overnight lodging.*

Lunch or afternoon/evening event only: Each participant and coach will be permitted **either** \$8.00 for lunch **or** \$10.00 for dinner. The approved meal rate includes all tax. **The District will not reimburse for server tips and absolutely no alcohol may be purchased.**

Original, detailed receipts must accompany the reimbursement request or advance payment request upon returning from the event. Credit card receipts without detail will not be reimbursed. The only exception to this rule will be in the instance where food is provided by the host district for purchase and receipts are not available. In this case, the Advisor will supply a list of all meal participants multiplied by the approved meal rate, sign the request and submit to the Business Office for reimbursement.

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Transportation

Whenever possible, the District-owned van will be used for transportation. All drivers must submit to the Business Office a copy of their driver's license and proof of insurance prior to operating a District-owned vehicle. Background checks will be conducted by the District's insurance carrier prior to any person being permitted to drive the van. Failure to provide the necessary documents will result in the loss of driving privileges.

- Charter Bus Consideration

Should an event occur **more than one and one-half (1 ½) hours away** from the Conemaugh Township Area High School for an inter-district state playoff game, the District will pay for a charter bus. Booster groups will be permitted to pay the difference between the actual cost of a regular bus and the charter bus cost provided arrangements are made through the Athletic Director in conjunction with the Business Manager prior to the event. Other extracurricular regional or state competitions will follow the same guidelines.

- Use of a Private Vehicle

Use of a private vehicle will be permitted only if the driver has parent-signed permission slips from each participant. Reimbursement will be made upon submission of the attached District Travel Expense Report and will be reimbursed at the current I.R.S. mileage reimbursement rate. Travel reimbursement requests must be returned to the Business Office within three (3) days of the event.

Overnight Lodging

Due to many variables, overnight lodging will be reviewed on a case-by-case basis by the Superintendent or his designee, however, approved meal reimbursement rates will apply. Board approval will be required prior to the event.

Extracurricular Meal Expense Report

Coach/Advisor _____ Date of Event _____

Name of Event _____

ATTACH ALL ORIGINAL RECEIPTS

List Students, Drivers and Coaches (Last Name Only)

1.	10.	19.	28.
2.	11.	20.	29.
3.	12.	21.	30.
4.	13.	22.	31.
5.	14.	23.	32.
6.	15.	24.	33.
7.	16.	25.	34.
8.	17.	26.	35.
9.	18.	27.	36.

Total Number of Breakfasts _____ x \$ 5.00	_____
Total Number of Lunches _____ x \$ 8.00	_____
Total Number of Dinners _____ x \$10.00	_____
Total Reimbursement Requested for Meals	_____
Less any Advances Prior to Event	_____
Net Meal Reimbursement/(Net Return to District)	_____

Signature/Date

Approved _____
Principal or Athletic Director

Return to the Business Office within Three (3) Days of the Event

Extracurricular Travel Expense Report

Coach/Advisor _____ Date of Event _____

Name of Event _____

ATTACH ALL ORIGINAL RECEIPTS

List Students, Drivers and Coaches (Last Name Only)

1.	10.	19.	28.
2.	11.	20.	29.
3.	12.	21.	30.
4.	13.	22.	31.
5.	14.	23.	32.
6.	15.	24.	33.
7.	16.	25.	34.
8.	17.	26.	35.
9.	18.	27.	36.

Lodging Details ---Date(s)/Room Rate/# of Rooms _____

Mileage (Miles x \$.56 per Mile) _____

Tolls (Attach PA Turnpike Receipt) _____

Other _____

Less Any Advances Prior to Event _____

Net Travel Reimbursement Requested _____

Signature/Date

Approved _____
Principal or Athletic Director

Return to the Business Office within Three (3) Days of the Event