

OUT-OF-STATE MEAL, GAS, AND LODGING EXPENSES USING DAILY LEDGER FOR CASH DISTRIBUTION &/OR RECEIPTS

Prior to out-of-state travel, the Board of Education elects that a sponsor may request a cash-advance from the assigned Activity Account he or she is responsible for. Such request must follow Activity Fund Purchase Order Procedure and shall be cashable only to the Sponsor. Sponsor shall present to Administration an estimated expenditure report prior to approval of the requested Purchase Order. Monies are approved to be expended for expenses related to meals, gas, and lodging concerning students and all sponsors involved. **Under no circumstance will any alcoholic beverages or drug abuse substances be permitted expenses.** Sponsor shall obtain all receipts and required documentation from incurred expenses. **If the sponsor elects to use a student/sponsor ledger he or she may do so. The daily ledger is to have each student and sponsor listed who shall be receiving a daily allotment for expenses. Each day the sponsor/student shall sign by his or her name and receive the designated monies for that day. Sponsor shall return any unused cash, each daily ledger, and all receipts totaling the beginning cash advance.** Within one business day upon return from trip, a final accounting of actual expenses incurred shall be presented to the Activity Fund Custodian along with any cash remaining and shall total the beginning cash advance. Should the presented documentation and cash not equal the beginning cash advance, the sponsor shall assume sole responsibility and shall present monies from his or her own personal funds to account for the beginning cash advance.