



## **ABOVE-DISTRICT TRAVEL INFORMATION**

### **I. Procedures**

A. Make your hotel reservation immediately. Contact Meghann Kilchrist with dates of arrival and departure, name and phone number of contact person at the hotel, and the room rate you were quoted. Whenever possible, provide a statement of the pending charges. Also provide a rooming list.

B. Fill out the *AISD Travel Request/Expense Statement* (aka “triplicate form”).

C. Fill out the *Fine Arts Transportation Request Form*. Every effort will be made to use AISD vehicles. Charter buses are a last resort.

### **II. Fiscal Responsibility**

A. You are responsible for arranging economically responsible travel. Sponsors should share rooms, two per room, whenever possible. Abuse of travel opportunities threatens future AISD travel.

### **III. Qualifications/Limitations**

A. Only the students who have qualified for the event will be allowed to travel at the expense of above-district travel funds. The Fine Arts Executive Director must approve any exception to this policy.

B. Teachers will be expected to travel with their students who qualify for advancement in competitions. The Fine Arts Executive Director must approve any exception to this policy.

### **IV. Deadline**

A. Following each trip, the *AISD Travel Request/Expense Statement* must be reconciled within five (5) business days. Checks may not be issued for any subsequent trips until the previous *AISD Travel Request/Expense Statement* has been processed.