



## El Paso Independent School District

*Fine Arts Department*

Standard Operating Procedures: *District Trip Procedures*

# District Trip Procedures

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## Receiving and Cashing Advance Meal Check

Chaperones your advance checks for student meals will be available to be picked up this Monday.

Student Meal Money preparation steps to be by done chaperones prior to departure day.

- Cash the check at your financial institution for cash
- Have them help you get the correct currency breakdown to give every student \$78.00
  - You will need to request to multiply the following currency by number of students
    - \$50 bill x (# of Students)
    - \$20 bill x (# of Students)
    - \$5 bill x (# of Students)
    - \$1 bill x (#of Students) x 3
- Put all money in envelopes before May 27, 2022 - Departure Day
- Have your students sign out money on Friday. -
  - DO NOT GIVE MEAL MONEY before the departure day
  - DO NOT GIVE MONEY WITHOUT a student signature.
  - ***Make sure you sign all Meal Allocation forms before returning to me.***

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## Travel Office Expense Reports

Please see the attached expense reports you will use to fill out for this trip. There are 2 expense reports:

- "Travel Voucher Non STU"
  - Teachers who are do not have Students in their Trip Request should use this expense voucher.
- "Travel Voucher EMP& STU"
  - Teachers who are considered chaperones do have students on their trip request should use this voucher.
- Expense Vouchers are **due immediately** after the conclusion of the trip.
  - All that needs to be put on these expense vouchers are
    - Employee Meal totals (***No receipts required***)
    - Use Per Diem Breakdown to help you.
    - Student Meal Totals (***No receipts required***)
    - Meal Allocation forms - Chaperones only
    - Teachers MUST sign and date (after trip date)
    - Erin and I will be available throughout the trip to help you fill this PW
    - It would be ideal you turn in this paperwork to us sometime during the weekend so you do not lose the paperwork.

All Expense Reports but be emailed to Facilitators no later than 2 school days after we have arrived from the trip.