



**Student Travel Manual  
Georgetown ISD  
2022-2023  
(Effective August 1, 2022)**

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## Preface

### Scope of Guidelines

The following guidelines shall govern student group travel and shall apply to all extra-curricular and curricular groups such as band, cheerleaders, choir, drill team, FFA, theatre arts, and other groups, which are determined to be governed by these guidelines. Please note that this document applies to all student travel (including field trips) and that differing elementary, middle school, and high school travel guidelines will be indicated, when necessary.

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### Rationale

Trips will only be made to attend an event that primarily involves a TEKS-related learning experience, competition, performance, or a guest appearance of the organization requesting the trip and not for recreation alone. The purpose of the trip should reinforce the curriculum of the course and the GISD Learner Profile Traits.

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### Definitions

For the purposes of these guidelines, the following distinctions shall be made regarding types of GISD-sponsored field trips:

*Local Field Trip* - These are trips that do not involve an overnight stay and are within a 100-mile radius of Georgetown.

*Extended Non-Overnight Field Trip* - These are trips that do not involve an overnight stay and are outside of the 100-mile radius of Georgetown.

*In-State Overnight Trip* - These are trips that require an overnight stay and are within the state of Texas.

*Sponsor* - A sponsor is a GISD employee who is responsible for the organization of the student trip. A coach is considered a sponsor.

*Employee Chaperone* - An employee chaperone is a district employee responsible for supervision of students while on a student trip. GISD pays for the travel for an employee acting as an approved chaperone. An employee chaperone may or may not work with the sponsor to organize the trip.

*Non-Employee Chaperone* - An adult not employed by the district who has been approved through the appropriate volunteer background check process to attend the trip and is responsible for supervision of students. A non-employee chaperone is not eligible to drive. With very limited exception, GISD does not pay for chaperone travel. Chaperones must pay their own travel and undergo the same background checks as other volunteers. One example of an exception would be where a female teacher is traveling with all male students. Exceptions must be approved by the Business Office or the CFO.

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## Pre-Approved Trip List

The following trips have been pre-approved for GISD student groups. This list is evaluated annually by the appropriate curriculum directors (CTE Director, Director of Fine Arts, etc.), and is comprised of UIL-sponsored trips and those that are necessary to fulfill the Texas Essential Knowledge and Skills.

ALL overnight travel (including those associated with trips on this list) must be approved and any events and/or destinations not on this list must be approved using the Georgetown ISD Student Travel Guidelines and Trip Approval Flow Chart.

### Academic Programming

- A+ Academic UIL (Elementary and Middle School): District meets only
- HS Academic UIL: District meets only
- HS Debate: Local events only
- Destination Imagination: Regional meet only
- SeaPerch: Regional meet only

### Athletics

- UIL District Travel
- UIL Playoff Travel
- Non-District inside 100 miles (not overnight)

### Fine Arts

Auditions and performances associated with the TMEA All-State process, except for All-State Clinic/Concert at TMEA. Local Field Trip/Extended Non-Overnight Field Trip only. This includes:

- District Auditions
- Region Auditions
- Pre-Area Auditions
- Area Auditions
- Pre-Region Clinic
- Region Clinic/Concert

UIL events in which the students are performing. Local Field Trip/Extended Non-Overnight Field Trip only. This includes:

- UIL Solo and Ensemble
- UIL Concert and Sight-Reading Evaluation
- Texas State Solo and Ensemble
- UIL Marching Contest (except for state qualifying events that require an overnight stay)
- UIL One-Act Play Competition (except for qualifying events that require an overnight stay)

All district and playoff GISD sporting events at which a group is performing (such as band, color guard, cheerleaders or dance team). This includes, but is not limited to:

- Football Games
- Basketball Games
- Volleyball Games

One Pre-UIL competition in preparation for UIL.

VASE, Jr. VASE (regional events only - does not include State VASE)

Dance/Drill Team, including:

- All district and playoff GISD sporting events at which the group is performing.
- Local community parades (ex. Poppy Festival)

Cheer, including:

- UIL State Cheer (unless an overnight stay is needed)
  - Routine district and playoff sporting events for which student travel is commonly associated (ex. Football game)
  - Local community parades (ex. Poppy Festival)
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## At-A-Glance - Student Travel Procedures

- **Trips on the Pre-Approved Trips List**
  - Sponsor must communicate with campus and director prior to travel: ex: schedule submitted, department activity calendar updated, etc.
  - Use Trip Tracker to secure GISD Transportation
  
- **Local Field Trip/Extended Non-Overnight Field Trip**
  - Uses an approval process
  - Trip Approval form ([Student Travel Request Form](#) - select “Use Windows Authentication” on login page)
  - Use Trip Tracker to secure GISD Transportation
  - Requires additional communication to parents ([Field Trip Permission Form](#))
  
- **Overnight/In State**
  - Uses an approval process
  - Trip Approval form ([Student Travel Request Form](#) - select “Use Windows Authentication” on login page)
  - Use Trip Tracker to secure GISD Transportation if needed
  - See Overnight Travel guidelines (chaperones, rooming, etc.)
  - Requires additional communication to parents ([Field Trip Permission Form](#))
  
- **Out of State**
  - Uses an approval process
  - Trip Approval form ([Student Travel Request Form](#) - select “Use Windows Authentication” on login page)
  - Requires additional communication to parents ([Field Trip Permission Form](#))
  - Requires a minimum of one administrator, preferably from host campus.
  - Administrator travel should be paid for by campus/student activity funds, not district funds.
  - Out of State travel is limited to once every other year per organization. Exceptions to this must be approved by the Superintendent.
  
- **Out of Contiguous 48 States/Out of Country**
  - Uses an approval process
  - Trip Approval form ([Student Travel Request Form](#) - select “Use Windows Authentication” on login page)
  - Requires additional communication to parents ([Field Trip Permission Form](#))
  - Requires a minimum of two administrators, one male and one female, preferably from host campus.
  - Administrator travel should be paid for by campus/student activity funds, not district funds.

- Out of Contiguous 48 States travel is limited to once every four years per organization. Exceptions to this must be approved by the Board of Trustees.
- Out of Country travel is limited to once every four years per organization. Exceptions to this must be approved by the Board of Trustees.



# GISD Student Travel Procedures and Expectations

## Administrative Support

- All student travel not listed on the Pre-Approved list above requires upfront permission from the campus principal.
  - **Out of Contiguous 48 States/Out of Country** - Requires a minimum of two administrators, one male and one female, preferably from host campus.
  - **Out of State travel** requires a minimum of one administrator, preferably from host campus.
  - Administrator travel should be funded by campus/student activity funds for out of state and out of country travel.
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## Chaperones

- All chaperones (unless a GISD employee) must annually complete the Communications volunteer application form, including a Background Check.
- Chaperones may be an employee or non-employee of GISD.
- An employee chaperone is a district employee responsible for supervision of students while on a student trip. GISD pays for the travel for an employee acting as an approved chaperone. The employee should take a personal day if acting as chaperone is outside the scope of their duties. An employee chaperone may or may not work with the sponsor to organize the trip.
- Hourly employees are not eligible to serve as chaperones outside of regular working hours.
- Unless special arrangements have been made with the principal to address unique circumstances, non-GISD chaperones are not permitted to travel on school buses.
- Chaperones are only permitted to drive district vehicles if they are also currently contracted employees with GISD.
- All chaperones are expected to model the vision and mission of GISD, serving as a role model to all students.
  - Chaperones should not be under the influence of drugs or alcohol, or use tobacco products when in the company of students or responsible for their care.
  - Chaperones should model appropriate language and behavior towards others at all times.
  - Chaperones may not leave students unattended or unsupervised.
  - Chaperones should maintain appropriate communication with trip sponsors and a professional and confidential demeanor at all times.

Type of Student Travel	Minimum chaperone to Student Ratio (unless otherwise specified by the field trip location)
Elementary In State	1:10
Elementary Out of State/In State Overnight	1:3
Secondary In State	1:18
Secondary Out of State/In State Overnight	1:12
Secondary Out of 48 Contiguous States/Country	1:10

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**Eligibility Requirements for Participation in Student Travel**

- Students must be academically eligible to participate in any UIL, non-UIL, or CTE competitions in accordance with each program’s requirements.
- Student conduct may be considered when determining a student’s participation in travel if their behavior causes potential safety issues for others involved in the travel. It is important to note that students who qualify for special services can not be precluded from participation in student travel if the reason for their poor conduct is related to their qualifying condition.

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**Financing Student Trips**

- Each group sponsor is responsible for booking to ensure all travel is within the district guidelines.
- Meals are based on departure/arrival time and date. Itemized receipts must be collected to be reimbursed for meals. Student meals include \$5 for breakfast, \$7 for lunch and \$10 for dinner for a daily total of \$22.
- The student daily meal allowance of \$22 per day applies to all in-state travel for students and can be requested in advance of the trip.
- For student advances, the sponsor must submit a list of students traveling with the requisition for the advance check to the campus administrative assistant for processing. A completed [Cash Advance Form](#) will need to be submitted with the requisition request. The form can be found on the Business Services webpage and immediately following this section of the manual. A check will be made payable to the employee/sponsor who disburses funds to each student. Student must sign when accepting cash and return all unused cash to the sponsor.

- Hotel stays are only allowable expenses if travel is outside the 100 mile radius of the campus/facility. Campus administrator or department director must approve any exceptions to this guideline in writing prior to the trip.
  - The preferred method of payment for all hotel stays is by district check or district credit card. Advance for lodging costs cannot be made payable to the employee.
  - Lodging cannot be paid by using an employee's personal credit card unless prior permission has been granted by Business Services. A detailed check-out receipt of the stay must be given to Business Services upon return.
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### Rooming Requirements

- Overnight staff travel requires that rooming assignments are provided to directors prior to travel ([Student Travel Request Form](#) - select "Use Windows Authentication" on login page).
  - Unless accommodations are necessary and approved by the campus principal, chaperones should be housed **at least two to a room** and students should be housed **four to a room**.
  - Rooming assignments must be submitted to the campus principal and director prior to the travel date. For guidance on suggested methods for creating room assignments see Appendix D.
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### Transportation

In general, all students should expect to travel to and from school-related activities using GISD transportation services. On occasion and only with prior permission from the principal (or designee), parents or students may provide transportation within the following parameters:

- Parents bringing students home from activities:
  - Parents may be allowed to transport their students at the conclusion of the event. In those cases, parents must sign out with the coach or sponsor prior to leaving with their student.
- Students driving themselves to activities:
  - Prior to a student driving themselves to an event, a parent must provide permission and a liability waiver using the [Student Self-Transport Permission Slip](#).
- Car Rentals:
  - All car rentals must be made using Enterprise, Rent-A-Car, or National. When entering the purchase order, please include the GISD CD number and billing number. Both have been provided to the campus/department secretaries. After

everything has been approved, use the purchase order to make the reservation.

- Taxi/Uber/Lyft:
    - GISD employees may use Taxi/Uber/Lyft services. All receipts are required for reimbursement.
  
  - Charter:
    - Contact the Purchasing Department (extension 6080) for a list of approved Charter companies.
    - Get a quote and send to your campus admin assistant/bookkeeper to generate a PO.
    - Charter buses will be paid for out of your student/campus activity account.
    - Outside organizations/booster clubs cannot pay for the charter bus directly. They can make a deposit into your activity account to cover the cost. Once the invoice is paid for the trip, send reimbursement report to the Transportation Department with the round trip mileage.
    - For each charter bus used, the Transportation Department will reimburse your activity account \$2.25/mile. One charter bus equals two school buses.
  
  - Bus Driver Meals/Lodging:
    - Sponsors should arrange and fund rooming for all bus drivers for any overnight travel. Bus drivers should be housed **at least two to a room**.
    - Sponsors should plan to pay for the driver's meals at the standard per diem rate (\$10 breakfast, \$13.20 lunch, and \$16.80 dinner).
  
  - Airfare:
    - Air travel requests must be pre-approved by the Superintendent or CFO using the [Student Travel Request Form](#) - select "Use Windows Authentication" on login page). At such time as the approval is received, the sponsor is responsible for making air travel arrangements.
    - Receipts are required for any reimbursements to be processed.
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**Appendix A  
Cash Advance Form**

Make check payable to: \_\_\_\_\_

Person requesting advance: \_\_\_\_\_ Date: \_\_\_\_\_

Conference/Tournament: \_\_\_\_\_

Campus(es)/Club or Class: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

No. of students attending \_\_\_\_\_ No. of Sponsors attending \_\_\_\_\_

Mileage calculation from Georgetown to \_\_\_\_\_

**Mileage:** \_\_\_\_\_ miles X \$ 0.585 per mile = \$ \_\_\_\_\_  
*Calculate mileage using a web based mileage calculator (i.e. Rand McNally, Google Maps, Mapquest) and attach copy of mileage calculation to this form.*

Other (hotel parking, tolls, programs, etc.) = \$ \_\_\_\_\_

Description of Other costs \_\_\_\_\_

*Reimbursable meals are based on departure/arrival times and dates. You must have **itemized receipts** to be reimbursed for meals. Receipts for credit card charges are allowable but must have **itemized charges**.*

Meal	Maximum	Example		Day 1		Day 2		Day 3		Day 4		Day 5	
		#	Amt.	#	Amt.	#	Amt	#	Amt	#	Amt	#	Amt
Breakfast	Student (\$5 ea)	20	\$100.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	Sponsor (\$10 ea)	4	\$40.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Lunch	Student (\$7 ea)	20	\$140.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	Sponsor (\$13.20 ea)	4	\$52.80		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Dinner	Student (\$10 ea)	0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	Sponsor (\$16.80 ea)	0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
<b>Daily totals</b>			<b>\$332.80</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>

Total Trip Expenses \$ \_\_\_\_\_

Sponsor Printed Name: \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Appendix B (Click [here](#) for Spanish and English versions)  
Field Trip Parent Permission Slip**

Trip Location/Name	Date(s) of Trip	School Name

**Parent Permission:**

I hereby grant permission for my child, \_\_\_\_\_, to travel to and from the field trip listed above.

I understand that Georgetown ISD, its trustees, officers, and employees have immunity under Texas law, are not liable for any accident or injuries that may occur to the above named student as a result of his/her participation in this field trip, except as specifically provided by state law. I understand that my student will be required to comply with all School District standards of conduct and rules for behavior while on the trip, and that failure to do so will result in disciplinary action and/or exclusion from participation in the activity. I further hereby authorize a representative of the School District to consent to medical treatment of the above-named student in the event of an emergency on the trip.

I, the undersigned, have read this permission form and consent to medical treatment and understand all its terms.

\_\_\_\_\_ Date

Signature of Parent/Guardian

I DO NOT grant permission for my child to travel to and from the field trip listed above.

\_\_\_\_\_ Date

Signature of Parent/Guardian

**Medical Concerns:**

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Note: Student Medical/Emergency Information Card must be on file in the school office.

**Emergency Contacts:**

Parent Home Phone:		Parent Alternate Phone:	
Emergency Contact Name:		Emergency Contact Phone:	

**Photo Permission:**

Pictures may be taken during this student trip. Please indicate below if you give permission to GISD to use pictures of your child from this trip in GISD-related publications.

I grant permission to GISD to use pictures of my student from this field trip and his/her name in GISD publications, including the district website and social media.

I DO NOT GRANT permission for GISD to use my student's picture and name in publications.

\_\_\_\_\_ Date

Signature of Parent/Guardian



**Appendix C**

**Student Self-Transport Permission Slip (Click [here](#) Spanish and English versions)**

Date: \_\_\_\_\_

Dear Parents/Guardians,

Your student participates in the \_\_\_\_\_ program with GISD. In order to participate in this program, your student will be required to provide their own transportation. Specifically, your student will be traveling independently to the following location on the noted dates and times:

Location: \_\_\_\_\_

Dates: \_\_\_\_\_

Please review the options below, and choose the option that is best for your student. If you have any questions, please don't hesitate to reach out to your student's event sponsor..

\_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Phone: \_\_\_\_\_

My student will drive their own vehicle or be responsible for arranging their own transportation to/from the location above. I understand that my student is responsible for his/her safety while traveling.

I give my permission for my student to travel with another student to the location above. They are allowed to travel with the following students as drivers:

\_\_\_\_\_

I would like to speak with the teacher about an alternative transportation solution.

\_\_\_\_\_  
Sponsor's Printed Name

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date

## **Appendix D**

### **Student Travel FAQs**

#### 1. How should a district handle field trips for transgender students?

Districts must not deny a transgender student an equal opportunity to participate in field trips, or any other curricular or extracurricular activity, in which students are segregated by sex. School officials can reduce the risk of complaints by addressing accommodations for individual transgender students in advance with the goals of maximizing the student's opportunity to learn and socialize with peers while ensuring safety and privacy interests for all students. When the district agrees on an arrangement for the student's use of private, unisex, or sex-specific facilities at school, school officials must be prepared to ensure that the student has a safe place to use the restroom when away from campus. For example, when planning an event that will occur off-campus, a district employee may be assigned to call the location in advance to get information about private or alternative bathrooms or locker rooms.

For field trips involving overnight stays, an administrator or counselor may ask the student to identify other students with whom the student feels comfortable sharing a room. In this case, the administrator should seek written consent from the parent of a minor transgender student (or the student, if 18 years old) allowing the district to share information with the other students and their parents.

#### 2. Can parents take their student to and from a school-sponsored event?

For most school-sponsored events, travel to the event using district transportation services is required. Occasionally, due to the nature of the event and limited numbers of participants, parents may be asked to provide transportation to and from the event. These are rare instances and typically fine arts-related. See the section marked **Transportation** above for more details.

#### 3. Do these guidelines apply to employees, as well?

The Student Travel Procedures and Guidelines manual is meant for a guide for travel that includes students. For guidelines involving staff-only travel, please contact your campus principal, director, or the finance department.