

PANTHER VALLEY SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: ADVANCE TRAVEL/MEALS
FOR ATHLETIC EVENTS

ADOPTED: April 8, 2010

REVISED:

	<p style="text-align: center;">123.1. ADVANCE TRAVEL/MEALS FOR ATHLETIC EVENTS</p> <p>1. Authority The Board requires adherence to this policy in the event that playoffs and regular season events require overnight stays or daylong events where the players and coaching staff require meals.</p> <p>2. Guidelines Meals will be paid on a per diem basis at a rate set by the Board. The head coach and the Athletic Director shall coordinate all such requests by making use of the district's Advance Payment Form.</p> <p>The Athletic Director shall be responsible for arranging travel, lodging, and receiving funds from the business office. The head coach shall distribute per diem meal money to each player, manager, and coach, ensuring accountability by using the district's Meal Money Voucher Form.</p> <p>The Board shall provide the head coach a specified cash amount for fuel and emergencies upon recommendation of the Athletic Director (per event). Receipts will be required.</p> <p>It will be the policy of this Board that coaches shall not use their own credit cards or a personal check for lodging, vans, or team meals.</p>
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