

Patriot High School Booster Club

Travel Reimbursement Policy

Amended 9.13.2017

1.0 Scope

This policy outlines the conditions where the PHS Booster Club supported Athletic Teams and Clubs can apply for reimbursement for travel expenses. The Booster Club will consider reimbursement for students and faculty coaches or sponsors for the following travel:

State competitions where PHS students have progressed to the state or national level or have been selected to participate in a state or national conference, show, competition or other state or national level event where the student(s) through merit has been selected to attend.

2.0 Purpose

The purpose of this policy is to insure that all students can easily afford to represent Patriot High School at State or National events where their merit on or off the field has warranted their participation in the event.

3.0 Policy

1. Items eligible for reimbursement

The following items are eligible for reimbursement consideration:

- a. Lodging
- b. Meals
- c. Registration fees

2. How much will be considered for reimbursement:

- a. Lodging at the GSA rate for the zip code where the event is being held. The GSA lodging rates can be found at <http://www.gsa.gov/portal/content/104877>
- b. Meals at the flat rate of \$25 per day
- c. Registration fees will paid by the Booster Club

3. Payment

The Coach or Sponsor is responsible for coordinating with the Club Treasurer for reimbursement of costs to the Team, Club or Student.