

COACHES TRAVEL

WILL BE AS FOLLOWS:

1. Denver City ISD (DCISD) Middle School Coaches may attend one (1) and High School Coaches may attend up to two (2) athletic related trip(s) per fiscal year (September to August-see #4 below) as approved by the Denver City Athletic Director. DCISD may only issue an employee advance up to \$500 per Middle/High School Coach per fiscal year for any above related travel accommodations (i.e. hotel, meals, airfare, and/or event tickets). DCISD will pay for clinic registrations and membership fees as allowed by District policy and those fees will not be included in the \$500 allotment (see #7 and #8 below).
2. Receipts are required to verify issued employee advances are fully expended on DCISD athletic related travel activities. As stated in the District *Employee Travel Guidelines*, if an issued employee advance is more than the trip's actual expenditures, the employee is responsible for reimbursing the District for the overpayment.
3. If available, District vehicles may be used for trip transportation.
4. Only one (1) athletic related trip may occur during the school year; as applicable, the other trip must be during the summer (exception TABC).
5. If a Middle School Coach is the Head Coach of a High School sport they will be allowed two (2) trips.
6. Head Coaches and the 1st Assistant(s), or designee as approved by the DCISD Athletic Director, may utilize a trip allotment to attend a state tournament. However, the trip must not conflict with any coaching and/or other DCISD job responsibilities and must be preapproved by all applicable employee supervisors (i.e. DCISD Athletic Director, Principal, etc.).
7. Texas High School Coaches Association (THSCA) or Texas Girls Coaches Association (TGCA) membership fees may be paid by the District for all active DCISD coaches.
8. Additional membership fees for other coaching organizations may be paid for by the District for Head Coaches at the DCISD Athletic Directors approval.
9. Approved trips taken during school days will be recorded as "School Related" if:
 - a. All applicable employee supervisors (i.e. DCISD Athletic Director, Campus Principals, etc.) preapprove the departure and return travel dates and times,
 - b. All involved parties make travel arrangements with District and student athletic and academic needs in mind,
 - c. Time away from school only pertains to the approved athletic trip, and
 - d. All the above stated guidelines are met.
10. When traveling with family on school sponsored trips (i.e. DCISD students are competing) the following applies:
 - a. Family members must pay for their own meals and incidentals and
 - b. If additional accommodations must be purchased so your family members may room with you, you will be personally responsible for half of any additional cost incurred.
11. Bus Driving Pay:
 - \$20 – 0-50 miles
 - \$30 – 51 – 100 miles
 - \$40 – 201-300 miles
 - \$50 – 301-500 miles
 - \$75 – more than 500 miles

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