



SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6210

TRAVEL ADVANCES FOR ACTIVITY FUNDS

Three (3) days prior to departure date, the teacher-sponsor will complete and submit a request to the School Activity Fund Custodian.

Upon receipt of a properly completed and timely request the School Activity Fund Custodian will make arrangements for issuance of a check based on the School District's applicable guidelines for disbursements of funds.

On the first working day following the travel, the teacher-sponsor will return the reconciled vendor receipts and any remaining cash to the School Activity Fund Treasurer.

All returned cash will be receipted and the receipt returned to the teacher-sponsor and indicated on the request form.

The School Activity Fund Treasurer will verify the accuracy of the returned documents. The School Activity Fund Treasurer shall notify the teacher-sponsor of any discrepancies. If differences remain, the School Activity Fund Treasurer shall notify the site Administrator to follow the agreement of the request.

The School Activity Fund Treasurer shall attach the vendor receipts to the completed request form for documentation of the transaction.

Source: *Broken Arrow Board of Education policy adoption, September 20, 1993.*
 Broken Arrow Board of Education policy revised, July 13, 2009.
 Broken Arrow Board of Education policy revised, July 10, 2017.