

**STUDENT ACTIVITIES  
EXPENSE REIMBURSEMENT**

It is the policy of the Southwest Technology Center Board of Education to reimburse pre-approved itemized and necessary meal and lodging expenses incurred by school district students and sponsors involved in authorized school-sponsored cocurricular activities.

Requests and arrangements for student travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented lodging and meal expenses.

Claim forms for travel expenses are available in the building administrator's office. The forms will be completed and approved in the respective building and hand-delivered to the business office for payment.

The board of education will determine if reimbursement will be made from the general funds of the school district or from the school activity funds.

**REFERENCE:** 70 O.S. §5117

**CROSS-REFERENCE:** Policy CNA, School Bus: Extracurricular Use of  
Policy CNAB, Transportation Management  
Policy CNC, Transportation to School-sponsored Activities  
Policy DEE, Expense Reimbursement  
Policy FM, Student Activities, Scholastic Eligibility  
Policy FMA-R1, Extracurricular Activities, Regulation

*THIS POLICY REQUIRED BY LAW.*