

Ascension Academy
Travel Policy
August 1, 2001

The following travel policy will apply to all travel to a scheduled school function or meeting that is outside a 100-mile radius from the school. A travel plan must be approved by the President and the Principal prior to any scheduled school event outside the 100-mile radius.

1. Designated parents, drivers, and/or chaperones using a personal vehicle to provide transportation for two or more students to a scheduled school function may, upon request, receive reimbursement at a rate of ten (\$.10) cents per mile. Reimbursable mileage will be measured from the Ascension campus to the event location and back. Additional miles traveled around the area of the event will not qualify for reimbursement.

2. If the approved school travel plan includes an overnight stay, reimbursement for lodging will be in accordance with the approved travel plan.

3. Meals are non-reimbursable. Parents are expected to provide their children with adequate funds to purchase reasonably priced meals.

This is a general policy to try and offset some of the costs to individuals providing services to our students. It is expected that parents or other individuals combining school travel plans with other personal activities would not anticipate full reimbursement. In such cases, parents are urged to discuss expected reimbursement with the Principal prior to providing any travel services. Transportation cost reimbursement can be obtained by submitting appropriate form, approved by the Principal, to the Business Manager.