

Trimble County Athletics

Travel and Per Diem

If a sports team plans to travel overnight, prior approval must be obtained from the Athletic Director, Principal, and the Trimble Co. Board of Education. Notification on hotel accommodations and travel arrangements must be presented to the Athletic Director in writing and receive written approval.

All overnight travel and per diem expenses during the regular season are the responsibility of the team. Any expense related to a KHSAA sanctioned championship event will be paid from athletic department funds. The athletic department will assist coaches in securing lodging reservations and credit card authorizations from the hotel in question. The AD will monitor/approve meal and lodging reservations/expenses to ensure equivalency of benefits. The Meal funds can be obtained from the bookkeeper in the form of a check drawn from the team activity account. Upon return, all remaining funds and itemized receipts will be turned into the bookkeeper for reconciliation. Teams are also responsible for lodging and per diem for bus drivers except during state championships.