



Contest Winners Procedures:

If you have a group (i.e. BPA, Youth & Government, Model UN, Athletics, Music, etc.) that is competing in a state level competition that is paid by the District Contest Winners account, you will need to complete/submit the following items **before** the state competition takes place.

1. State Competition Proposal Form
2. Secondary District Accounts Approval Form
3. Hotel Quote/Confirmation
4. Bus Quote – If you are taking a coach bus, you must provide a quote from the coach bus company **and** a quote from First Student. Teaching & Learning will cover the cost of the least expensive option and the school will have to pay the remaining balance.
5. List of all staff and students that are attending the competition.

After Teaching & Learning receives your completed State Competition paperwork, we will send back a District Accounts Approval Form as a receipt of competition form approval.

Meal reimbursements and/or advances will be based on \$35/per day for adults. **We no longer provide meals for students.** Meals will only be provided for the day of travel to, from and during the event, unless otherwise approved. These amounts **cannot** be carried over from day to day.

In the event three meals per day are not required, the amount reimbursed, or advanced will be pro-rated. If your trip does not require a full day of meals, the pro-rated amount for meals is \$11.67, per meal.

Example: One staff member eats breakfast, lunch and dinner for 2 days and only breakfast on the final day = 2 days x \$35 + 11.67 = \$81.67, the total spent on meals for that staff member.

Supporting documentation from the related organization needs to include the dates(s) of the event and sponsors should provide a list of staff and students participating. **Original itemized receipts** are required for both meals reimbursements and advances. **Please make sure you are requesting itemized receipts for your purchases.**

Please be advised, if meals for staff exceed the per-diem amount, overages and excess charges will be charged to your school account.



**District Accounts Approval Form
High School**

Date:

School:

Purchaser's Name:

Amount of Purchase:

Form of Payment

Check Request

Pcard

Purchase Order

Vendor:

Brief description of Purchase and intended audience:

Check account number to be used:

- **10.1160.08.0000.8332 Mileage – Staff**
- **10.2416.08.0000.8332 Mileage – Administrators**
- **10.1160.08.0000.8333 Conferences – Staff** (include Travel Expense Form)
- **10.2416.08.0000.8333 Conferences – Administrators** (include Travel Expense Form)
- **10.1160.08.0000.8408 Printing**
- **10.1160.08.0000.8419 Graduation Supplies**
- **10.1160.08.0000.8323 Equipment Repair – General**
- **10.1160.08.0000.8540 New Equipment – General**
- **10.1160.08.0000.8740 Uniforms**
- **10.1560.08.0000.8323 Equipment Repair – Athletic**
- **10.1560.08.0000.8742 New Equipment – Athletic**
- **10.1560.08.0000.8327 Equipment – Lacrosse**
- **10.1700.08.0000.8323 Drivers Ed**
- **10.1560.08.0000.8335 Contest Winners**

Purchaser's Signature: _____

Principal's Signature: _____

Teaching & Learning Approval: _____

State Competition Proposal - "Updated 2019"



DATE:
REQUESTED BY:
SCHOOL: NEUQUA VALLEY HIGH SCHOOL

GROUP COMPETING:

EVENT:
EVENT LOCATION/ADDRESS:

EVENT DATES:

TRANSPORTATION:

White Bus:
(Mini Bus Fuel)

First Student:
(Attach Copy of Quote)

Coach Bus:
*(Attach Copies of Quotes/Contracts & Include Quote from **First Student** if you use **Coach**)*

TOTAL TRANSPORTATION:

REGISTRATION:

Name(s) of Students Participating *(Complete Attached Worksheet)*

Name(s) of Staff Participating *(Complete Attached Worksheet)*

TOTAL REGISTRATION:

HOTEL/ADDRESS:

of Rooms for Students :
(Attach Copy of Reservations)

of Rooms for Staff :
(Attach Copy of Reservations)

TOTAL HOUSING:

MEALS PER DIEM:

of Meals:
(Per Staff Member)

TOTAL MEALS PER DIEM:

SUBSTITUTE TEACHER(S) NEEDED:

Yes _____

No

If "Yes" - How Many Substitute Teacher(s) Needed:

How Many Days Are Substitute Teacher(s) Needed:

TOTAL COST FOR SUBSTITUTE TEACHERS:

TOTAL EVENT EXPENSES:

