

Policy Type: Administrative Policy**Title: Staff and Student Travel Policy****Effective: July 22nd, 2026****Purpose**

The purpose of this Staff and Student Travel Policy is to establish practical expectations for school-related travel by employees, students, volunteers, and Board members of Custom Class Charter School (“Custom Class”) while preserving the flexibility of the school’s online, hybrid, community-based, and in-person programs.

1. General Policy Statement

Custom Class may authorize travel that supports instruction, professional development, student activities, school operations, or other legitimate school purposes. Travel should be reasonable in scope and cost, appropriately supervised, and approved at the level designated by school administration.

This policy is intended to be applied flexibly. Administration may approve exceptions or alternate arrangements when they are safe, cost-effective, mission-aligned, and consistent with applicable law and available funding.

2. Approval and Planning

Routine local travel may be approved by the employee’s supervisor or an administrator. Overnight, out-of-state, international, or higher-risk student travel requires advance approval from the School Director or designee and may be referred to the Governing Board when appropriate.

Travel plans may address the educational or business purpose, anticipated cost, transportation, lodging, supervision, emergency contacts, accessibility, insurance, and any known health or safety considerations. Electronic approvals and consolidated permission forms may be used.

3. Student Travel

A parent or guardian shall provide consent before a student participates in overnight travel or other travel for which administration requires consent. A single consent may cover a related series of local activities or recurring trips when the general destinations, transportation methods, and time period are reasonably described.

Students may travel with school employees, approved volunteers, parents, contracted transportation providers, public transportation, or another arrangement approved by administration. Drivers shall be properly licensed and use a legally operated and insured vehicle. Administration shall establish supervision appropriate to the students, destination, and activity; a fixed student-to-adult ratio is not required unless imposed by law, a provider, or a specific trip plan.

Families may be asked to contribute toward optional travel costs, subject to applicable school-fee requirements and available waiver processes. A student will not be penalized for declining an optional trip.

4. Staff and Board Travel Expenses

Custom Class may pay or reimburse reasonable and necessary expenses for approved travel, including transportation, mileage, lodging, registration, meals, parking, baggage, and other incidental costs. Travelers should use economical options when reasonably available but are not required to select an option that creates undue delay, inconvenience, or safety concerns.

Receipts or other reasonable documentation should be provided for reimbursement. Administration may use per diem, purchasing cards, direct payment, advances, or reimbursement and may approve a missing-receipt explanation or other documentation when circumstances warrant. Alcohol, entertainment, fines, personal upgrades, and expenses primarily personal in nature are not reimbursable unless specifically authorized by law and the School Director or Board Chair.

5. Cancellations, Changes, and Emergencies

The School Director or designee may change or cancel travel because of weather, safety, illness, insufficient participation, operational needs, or other reasonable concerns. In an emergency, the trip leader may make prudent changes without advance approval and shall notify administration as soon as reasonably practicable.

Administration and Review

School administration may maintain procedures, forms, training materials, agreements, inventories, and internal guidance necessary to implement this policy. The Governing Board may review and revise this policy periodically to reflect legal updates, Utah State Board of Education guidance, operational needs, or Board direction.

Nothing in this policy creates a private right of action, contract right, or entitlement beyond that required by applicable law. If any provision conflicts with controlling law, the law shall govern and the remaining provisions shall continue in effect.

Certification

The undersigned officers and/or Board of Directors of Custom Class Charter School certify that this policy was duly adopted as of the date below.

A handwritten signature in black ink, appearing to read "Matthew J. Middione". The signature is fluid and cursive, with the first name "Matthew" and last name "Middione" clearly distinguishable.

Matthew J. Middione - Board Chair

A handwritten signature in black ink, appearing to read "Douglas Reed". The signature is cursive and somewhat stylized, with the first name "Douglas" and last name "Reed" being the primary components.

Douglas Reed - Board Vice Chair

Effective Date: July 22nd, 2026

Revised Date:

References

Utah Administrative Code R277-551

Utah Administrative Code R277-600

Utah State Board of Education Travel and Expense Reimbursement Policy 01-02