

Guide for Travel Outside 100 Mile Radius

**** The following request process must be completed at least 21 days before event ***

1. Coach must complete an Outside 100 Mile/Overnight Travel Request Form.
2. Coach must attach copy of tournament bracket and/ or letter of invitation. Trip is restricted to in-state events only.
3. Coach must ensure that student-athletes traveling miss no more than one (1) day of school per activity or event. A request for a 2nd day of missed school for the purpose of travel may be submitted and must be approved by the campus athletic coordinator, the campus principal and the Katy ISD athletic department.
4. Coach must complete and sign first section of form indicating event, transportation and lodging specifics.
 - a. Athletic booster club and/or parents may donate funds to be used for lodging, transportation, and entry fees.
 - b. The actual payments for transportation, lodging and entry fees are to be made via check issued by Katy ISD.
5. Completed form is to be submitted to the campus athletic secretary, who will obtain approval and signatures of CAC and principal.
6. CAS will forward form to KISD Executive Director of Athletics for approval/signature.
7. Copy of form to be kept on file with head coach, athletic director and campus principal.

Coaches are responsible for 24 hour daily supervision of athletes from the time of departure to the time of return. It is expected that all student/athletes and coaches adhere to the Katy ISD Student Code of Conduct and Employee Standards of Conduct, respectively.

LODGING ACCOMODATIONS AND TYPE OF TRANSPORTATION MUST BE CLEARLY INDICATED ON THE REQUEST FORM BEFORE APPROVAL