SA-26 Classified Coach/Chaperone Weekday Travel Stipend

Employee: ______________________________
Dates of travel: ______________________________

Total regularly scheduled workdays missed: ______

Total requested: ______

Purpose: ______________________________

Explanation of approved travel activities:
BSSD classified employees who are coaching an activity that receives an approved stipend by the BSSD Activities Department, and who are required to miss work to travel for events, may be eligible for a travel stipend to replace lost wages. Approved travel activities include all activities listed by the BSSD Activities Department for which a stipend is awarded to a coach or sponsor.

Compensation:
BSSD will provide a weekday travel stipend of $150 for each workday a classified employee is required to travel away from their site while performing coaching or sponsor duties for students.

Requests for this stipend must be made within 30 days of the date of travel.

______________________________  ____________
Employee  Date

______________________________  ____________
Principal or Designated Administrator  Date

______________________________  ____________
BSSD Student Activities Director  Date