# Campus Event Travel Guidance: **Family College Visits**

## For the Class or 2023 and 2024

GEAR UP will support family college visits and family attendance at campus orientation, welcome events and other campus hosted student events for the Class of 2023 students. GEAR UP will support costs as noted below for the student and one family member or guardian.

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| Ensuring Equity: | Schools must have in place a process for all eligible students to request support for family campus visits. The process shall include at least the GEAR UP Coordinator and one building administrator involved in prioritizing students based on financial need and determining who will receive support based on the available resources.  |
| Allowable Locations: | Washington, Oregon, and Idaho college campuses. |
| Registration: | If there is a registration fee to attend the event, GEAR UP may pay for the fee **IF** it is in the approved school work plan and budget to do so. However, if the school allows for the fee to be deferred until financial aid is received, then GEAR UP will not pay the fee. Documentation: Registration invoice.  |
| Dates: | **Year 6 funding:** Visits through August 31, 2023. Already allowed in Year 6 work plan/budget. **Year 7 funding:** Must be in Year 7 work plan/budget. |
| Lodging: | Lodging reimbursement is limited visits at least 100 miles away from home and/or for two-day events on campus. Lodging is limited to state per diem rates, and it is expected that families will share a room. Documentation: Lodging/hotel receipt.  |
| Meals:  | Families (student and one adult) may be given meal money equal to the field trip cash allowance for students. Documentation required: Cash Meal Allowance Form. See guidance here: <https://gearup.wa.gov/file/student-field-trip-meal-allowance-form>Meals may be reimbursed based on depart and return times, just like with staff travel. See Travel Guidance for details: <https://gearup.wa.gov/sites/default/files/resources/travel_guidelines-Aug22.pdf>  |
| Transportation: | Families may receive a fuel card, or a fuel card stipend based on the following calculation. Documentation required: Google Directions Mileage Estimate.  **(Round Trip Miles / 20) x $5.**00 = Cost of Fuel **Example:** (140 miles/20) x $5.00 = $35.00 |
| Not Allowable: | Airfare or any related costs like airport parking, rental cars, any expenses for additional family members.  |