



Book	Exhibits
Section	3000 BUSINESS & INSTRUCTION SUPPORT OPERATIONS
Title	Alternative Lodging for Staff and Student Travel (Bed and Breakfast (B&B)/Vacation Rentals)
Code	E 3310(a)
Status	Active
Cross References	BP 3310 - Purchasing Procedures AR 3310 - Purchasing Procedures AR 3541.1 - School-Related Trips BP 6153 - School-Sponsored Trips AR 6153 - School-Sponsored Trips
Adopted	March 17, 2026
Last Revised	March 30, 2026
Last Reviewed	March 30, 2026

This exhibit establishes expectations and procedures for the use of alternative lodging, including Bed and Breakfast (B&B) and Vacation rentals, during school-related travel. The intent of this exhibit is to ensure fiscal accountability, student safety, and compliance with district purchasing procedures.

Payment Requirements

1. All alternative lodging must be secured through an approved KPBSD purchase order and use of any credit card is not permitted.
2. The rental property must be an approved vendor with KPBSD.
3. If a rental property is not currently an approved vendor, the requesting school or department must submit the rental link to the KPBSD Finance Department for review and approval prior to booking.
4. Failure to follow district purchasing procedures may result in denial of reimbursement or payment by the district.

Approved Use of Alternative Lodging

Use of Bed and Breakfast (B&B) and Vacation rentals is permitted only when the following conditions are met:

1. Alternative lodging may only be used within the State of Alaska.
2. Lodging in a private residence belonging to family members or friends is not permitted for school-related travel.
3. Only the authorized activity group (students, coaches, advisors, and approved chaperones) may occupy the rental accommodations.
4. If accommodations include multiple units, side-by-side rentals, or separate entrance rentals, each unit or space must have an approved KPBSD chaperone assigned and present.
5. Coaches or chaperones must have a designated sleeping area within the accommodation.
6. Students must be housed in same-sex groups in a secure sleeping space, with an identified chaperone assigned to remain nearby and responsible for supervision.
7. Coaches or chaperones may not share sleeping quarters with students.

8. When both male and female students are participating in an activity, lodging arrangements must provide separate sleeping and bathroom facilities for male and female students.
9. Coaches or chaperones of a different sex of the students they supervise must be housed in a separate lodging unit or reservation that includes independent sleeping, bathroom, and living facilities. Different sex adults may not share bathroom or sleeping facilities with students of another sex.

Safety Requirements

1. Schools must follow the KPBSD safety planning process when using rental properties, including review and approval for any amenities that may require additional precautions (e.g., hot tubs, fire pits, or similar features).
2. Activity groups must travel with:
 - A portable fire/carbon monoxide detector, and
 - A first aid kit.
3. All supervision expectations outlined in district travel procedures must be followed.

Transportation Considerations

If a trip involves chartered transportation, the charter company must approve the overnight accommodations for the driver in accordance with the transportation contract and applicable safety requirements.

Disclaimer

The Kenai Peninsula Borough School District (KPBSD) will only authorize payment for alternative lodging when the reservation is completed through an approved district purchasing order process thus individuals may not independently secure lodging using personal credit cards. If an individual does not follow the purchase order process, the individual will assume all financial responsibility for associated charges, including cancellation fees, damage charges, service fees, booking fees, or other related costs. KPBSD will not reimburse any third-party reservations or associated booking fees.