

Reimbursement for Travel Expenses

The actual and necessary expenses of a director, administrator, staff member or designate of the district incurred in the course of performing services for the district, whether within or outside of the district, may be reimbursed in accordance with the approval and reimbursement procedures of the district. For purposes of this policy, travel expense includes amounts paid for use of personal automobiles, other transportation, and actual expenses or reimbursement in lieu of actual expenses for meals, lodging and related items that are necessary while in the conduct of official business of the district. A staff member or district officer may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for services such as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

Reimbursement for travel expenses will be made pursuant to the federal internal revenue code and Internal Revenue Service regulations.

Cross References: Policy 1731
6212

Legal References: [RCW 28A.320.050](#)

[42.24.090](#)

[Ch. 3, Sec. 4, Page 1](#)

Board Member Expenses
Charge Cards

Reimbursement of expenses of directors,
other school representatives, and
superintendent candidates —
Advancing anticipated expenses
Municipal corporations and political
subdivisions — Reimbursement
claims by officers and employees
School Accounting Manual

Management Resources:

Policy News, April 2005
Policy News, December 1999

Credit Card Policy Updated
IRS rules impact travel reimbursement

Reimbursement for Travel Expenses

Travel Request

Travel requests must be approved by the staff member's immediate supervisor prior to submission to the superintendent. Out-of-state (with the exception of the Portland metropolitan area) travel must be approved by the superintendent.

The travel request must show meals, lodging, transportation, registration and any other estimated expenses for which reimbursement will be requested upon completion of travel and the budget category to which reimbursement is to be charged.

Reimbursement of Claims

Certified claims must be submitted to the district business office. Reimbursements are paid on the next regular accounts payable cycle.

A mileage report is to be submitted each month for reimbursement of mileage in a personal vehicle inside the district. The report must show each point of departure and destination.

A statement of expenses is to be submitted for each trip for which reimbursement is being requested.

Reimbursable Expenses

Lodging	Reasonable rates	Itemized receipt required
Meals	Reasonable rates	No Receipt required – per diem rate
Airline, Train, Bus Fare	Tourist rate	Cancelled ticket serves as receipt
Taxi, Parking, Toll		Receipt preferred
Mileage — personal car	<p>Inside the district: The staff member does not need to secure prior approval from his/her supervisor and may submit reimbursement claims throughout the year.</p> <p>Outside the District: Reimbursement allowed only in connection with an approved travel request and when there is evidence that a district vehicle was not available for use on the day of travel. Reimbursement will be at the rate paid to state staff.</p>	

A. **Hotel and Motel Expenses:** Individual receipts are required from each staff member who obtains reimbursement from the district. When two or more people share a room, the room will be registered to all of the occupants. Each person will obtain and pay a bill for the share of the room charge when possible. If the hotel or motel will not provide that service, the person paying the bill and requesting reimbursement will note on the receipt all other staff members who shared the room.

B. **Airline Tickets:** Receipts for airline tickets will be reimbursed by the district.

Travel Advances

- A. A written request for a travel advance must be submitted to the district fiscal officer.
- B. Travel advances are paid in the form of a check payable to the staff member.
- C. A statement of expense must be submitted to the district fiscal officer within ten days following completion of the travel. If the actual expenses are less than travel advance, the staff members will reimburse the district for the difference.
- D. The Advance Travel Revolving Fund should not be used for payment of airline tickets, pre-registration fees or for reimbursements to staff or officers for travel expenses already incurred.

Non-reimbursable Expenses

The following expenses are not reimbursable:

- A. Alcoholic beverages, meals or snacks other than regular meals;
- B. Personal telephone calls, postage, and memberships;
- C. Mileage to and from home;
- D. Mileage for school levy promotions and other nonofficial school functions;
- E. Entertainment;
- F. Expenses for travel extending beyond the time required for the meeting or business, unless it is in the district's financial interest to extend the travel over a Saturday night or such other rate advantages; and
- G. Expenses incurred by non-employees traveling with the staff member, including room surcharges.