



Expense Claims Procedure

Download this form to your computer, and fill it out using **Adobe Acrobat** so it will calculate for you.

1. **POs are required for prior approval of Expense Claims. Before anything is purchased or trip made you must have approval from your administrator evidenced by an approved Purchase Order for the expense to qualify for reimbursement.**
2. **Personal Amazon account purchases are not eligible for reimbursement.** Building/Department secretaries have access to the district Amazon account for purchasing district items.
3. **PO approved items ordered online are not to be shipped to a personal residence.**
4. Complete all areas on the top portion of page 1 - Name, Address, Signature, Date.
5. Complete Miscellaneous Expenses and/or Travel sections as applicable based on purchases made.
6. Tape original thermal paper receipts to a "letter" size piece of paper so they are not lost and submit them with expense claim.
7. Receipts must show the details of items purchased and/or names of classes taken and payment processed.
8. If a receipt does not show a zero-balance showing the payment was made, a copy of your bank/credit card statement showing payment was deducted from account is required.
9. If the payment was made using a personal check, a receipt or copy of front and back of canceled check is required.
10. If the receipt amount does not match the reimbursement request provide the explanation.
11. **Do not add personal items to a District purchase.** Personal items must be purchased separately.
12. For conferences, the agenda is required to show the purpose of the conference and determine the per diem.
 - a. Meals are paid only if you are in overnight travel status.
 - b. Food is not reimbursed during travel on a weekday.
 - c. Dinner the night before a conference is reimbursable.
 - d. Food is NOT reimbursed based on purchase receipts but based on per diem rates shown on last page of expense claim.
13. Food purchased for student/staff meetings or class require the meeting agenda and sign in sheet for adults or number of students purchased for.
14. Mileage for in-district travel is based the lesser amount of either the WSD District Mileage Chart found on the last page of Expense Claim or a Google map print.
15. Mileage for out-of-district mileage is substantiated with a Google map print.
16. ASB expense claims require the same pre-approval and post-approval as all ASB expenditures.
17. Give Expense Claim and supporting documentation to your building/department secretary for review, coding and Administration approval. Once complete they will submit the claim to the business office for processing.
18. **Payment of CORRECT and COMPLTE reimbursements will be made according to the published Business Office AP Schedule based on the date the expense claim is received by the Business Office via Direct Deposit and you will receive a payment notification email when processed.**
19. If the claim is not accurate or complete the claim will be returned to the building/department secretary for corrections and will not be paid until all corrections have been completed and submitted to the Business Office. The corrected claim will be paid according to the published Business Office AP Schedule based on the date the corrections are received by the Business Office.

Please process expense claims monthly

If you have questions please contact:

Kimberly Ward, Accounting Manager

kimberly.ward@washougalsd.org / 360-954-3006

**WASHOUGAL SCHOOL DISTRICT
EXPENSE CLAIM**

v.2025

Claimant Name (Please Print)

Mailing Address

City, State, ZIP

I hereby certify, under penalty of perjury, that this is a true and correct claim of necessary expenses incurred by me and that no payment has been received by me on account thereof.

Claimant Signature (please use blue ink)

Please make sure you've included these things, so we can help get you reimbursed.

- Original receipts
- Documentation matching amount you've requested
- Conference Agenda
- Copy of approved travel request
- Signature of both claimant *and* administrator
- Budget code

Please read the Expense Claims Procedure above if you need help gathering these required items.

Date

Account Code

Administrator's Approval

Detail of Miscellaneous Expenses: Payment will not be made without proper receipts and documentation				
Date	Paid to	For	Amount	Comments

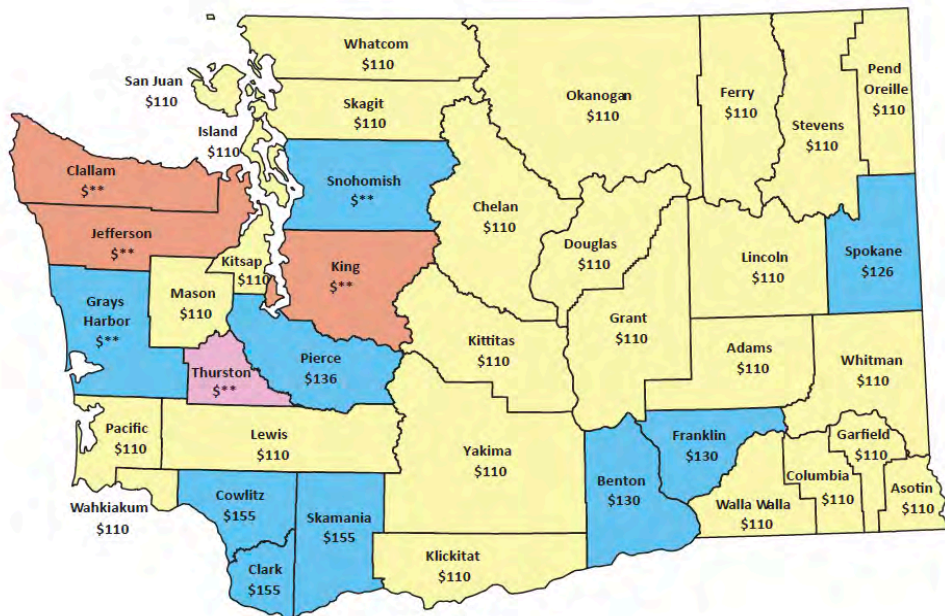
Total of Miscellaneous Expenses: _____

Please use MapQuest or another map webpage to print driving directions & attach to help us verify the miles driven.				Meals			Lodging
Date	Location	Miles	Purpose of Trip	Breakfast	Lunch	Dinner	
Total Mileage			x \$0.70 =	TOTALS:			

GRAND TOTAL CLAIM AMOUNT _____

Date	Location	Miles	Purpose of Trip	Meals			
				Breakfast	Lunch	Dinner	Lodging
Total Mileage			x \$0.70 =	TOTALS:			

Per Diem Rates - As of October 1, 2024



TOTAL	B	L	D
\$68	\$17	\$20	\$31
\$80	\$20	\$24	\$36
\$86	\$22	\$25	\$39
\$92	\$24	\$27	\$41

Location	Period	Rate
Clallam & Jefferson	07/01 - 08/31	\$235
Clallam & Jefferson	09/01 - 06/30	\$137
Grays Harbor	07/01 - 08/31	\$132
Grays Harbor	09/01 - 06/30	\$110
King	06/01 - 09/30	\$248
King	10/01 - 05/30	\$188
Snohomish	06/01 - 08/31	\$140
Snohomish	09/01 - 05/31	\$113
Thurston	07/01 - 08/31	\$175
Thurston	09/01 - 11/30	\$128
Thurston	12/01 - 06/30	\$151

POV Mileage Rate
 The privately owned vehicle mileage reimbursement rate is \$0.70 per mile. (effective 1/1/2025)

For Out-of-State Per Diem Rates, refer to the GSA website at: <http://www.gsa.gov>. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c

Washougal School District Mileage Chart

23-24

Please use the mileage listed below when completing Expense Claims, this will serve as the backup documentation in place of printed Google maps for trips between these locations.

	Camas Print Shop	CCMS	CHS	CRGES	DO	ESD	GES	HES	JMS	Post Office Wsgl	WHS
Camas Print Shop	0	-	-	-	5.2	-	-	-	-	-	-
CCMS	-	0	0	9.6	9.4	24.7	8.1	10.1	9.6	-	8.4
CHS	-	0	0	9.6	9.4	24.7	8.1	10.1	9.6	-	8.4
CRGES	-	9.6	9.6	0	0.4	18	1.6	1.9	0	-	1.4
DO	5.2	9.4	9.4	0.4	0	16.6	1.2	1.5	0.4	1.8	1
ESD	-	24.7	24.7	18	16.6	0	16.5	15.4	18	-	16.9
GES	-	8.1	8.1	1.6	1.2	16.5	0	1	1.6	-	0.4
HES	-	10.1	10.1	1.9	1.5	15.4	1	0	1.9	-	1.5
JMS	-	9.6	9.6	0	0.4	18	1.6	1.9	0	-	1.4
Post Office Wsgl	-	-	-	-	1.8	-	-	-	-	0	-
WHS	-	8.4	8.4	1.4	1	16.9	0.4	1.5	1.4	-	0

- Camas Print Shop
- CCMS - Canyon Creek Elementary School
- CHS - Cape Horn-Skye Elementary School
- CRGES - Columbia River Gorge Elementary School
- DO - District Office / Transportation / Maintenance
- ESD 112
- GES - Gause Elementary School
- HES - Hathaway Elementary School
- JMS - Jemtegaard Middle School
- Washougal Post Office
- WHS - Washougal High School / Excelsior Building