

INSTRUCTIONS FOR COMPLETING REIMBURSEMENT REQUEST

- 1) If you are just requesting **reimbursement for purchases**
 - You will only need to complete the front page.
 - Please attach original receipts to a separate 8.5x11 sheet of paper.
 - Write your name on all pages in case they become separated.
 - Have your administrator sign before you submit.
- 2) If you are requesting **reimbursement for travel, meals, or mileage**
 - Please complete ALL pages.
 - Please attach original receipts to a separate sheet of paper.
 - If you have traveled around or outside the district please attach a “Google Map” printout showing the address of where you left from and where you went to.
 - Write your name on all pages in case they become separated.
 - Have your administrator sign before you submit.

PLEASE KEEP IN MIND THE FOLLOWING WHEN SUBMITTING YOUR REIMBURSEMENTS.

- Receipts must contain **only items listed for reimbursement** – No personal items marked out.
- Bankcard receipts showing the total only are not acceptable. We often get restaurant receipts just showing a total. When dining, please check this and ask for **an itemized receipt** if you would like reimbursement.
- You must have a **purchase order if reimbursement totals \$100 or more** (mileage not included.)
- The mileage reimbursement rate changes every year in January.
- Reimbursements that do not have complete information **will be returned**.
- Please remember that reimbursement requests (even corrected ones) need to be **received in the district office by the 10th** of each month in order to be paid at the end of the month.
- Please contact **Accounts Payable at 340-4308** if you have any questions.

**NINE MILE FALLS SCHOOL DISTRICT
MONTHLY EMPLOYEE EXPENSE REIMBURSEMENT REQUEST**



General Fund Purchases

DUE TO THE BUSINESS OFFICE BY THE 10TH OF THE MONTH

NAME: _____
 ADDRESS: _____
 FOR THE MONTH OF: _____
 DATE: _____

SUPPLIES AND OTHER NON-TRAVEL RELATED EXPENSES

Date of Purchase	Vendor	Item(s) Purchased	Reason for Purchase - Detailed as Possible (Include grant name or program information)	Amount	PO # Required for Purchases over \$100

*Itemized original receipts must be attached in order to receive reimbursement for expenses.
 Receipts must only include school-related purchases and no personal items.*

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me to the benefit of Nine Mile Falls School District and that the claim is just, due, and an unpaid obligation against the Nine Mile Falls School District No. 325/179.

Claimant: _____ Date: _____

Supervisor Approval: _____ Date: _____

For district use only / Accounting Code(s): _____

TOTAL	\$ -
TRAVEL TOTAL FROM NEXT PAGE (WILL POPULATE AFTER NEXT PAGE IS COMPLETED)	\$ -
TOTAL REIMBURSEMENT REQUEST	\$ -

*Incomplete forms or forms missing required attachments
 will be returned to claimant for correction.*

NINE MILE FALLS SCHOOL DISTRICT

MONTHLY EMPLOYEE EXPENSE REIMBURSEMENT REQUEST

If your conference provides a meal and you choose to go out on your own, the meal will not be reimbursed

Per Diem Rates posted by the Office of Financial Management can be found at the link below:

<https://www.ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>

Round miles to the nearest tenth (for example, 6.2 not 6.23)

Print Per Diem Rate Sheet and attach to this form.

Use this page of the form for **TRAVEL** related expenses. These expenses should NOT be listed on the supply/other cost reimbursement form.

Date	Out of District - List Addresses		Miles	Mileage \$	Roundtrip Y/N	Vendor	Parking \$	List Per Diem Rates and Attach Form & Receipts				Reason for Trip
	From	To						Lodging Costs	Breakfast	Lunch	Dinner	
MM/DD/YY	Address	Address	26.2	\$ 16.38	Y	Diamond Parking	\$ 10.00					Conference Downtown and returned to building - parking receipt attached
				\$ -								
				\$ -								
				\$ -								
				\$ -								
				\$ -								
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TOTALS				\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	

TOTAL TRAVEL: \$ -
 Current Mileage Rate: \$ 0.655 Effective 01/01/23-12/31/23



ATTACH RECEIPTS FOR LODGING AND OTHER TRAVEL EXPENSES. YOU WILL NOT BE REIMBURSED WITHOUT PROPER ITEMIZED RECEIPTS. PLEASE SEE YOUR STAFF HANDBOOK FOR ALLOWABLE EXPENSES.

OUT OF DISTRICT MILEAGE REIMBURSEMENTS REQUIRE GOOGLEMAP PRINTOUT ATTACHED.

**Reimbursement and mileage forms are due to
business office monthly no later than the 10th of the
month**

ALL MILEAGE REIMBURSEMENTS REQUIRE ABSENT REPORT ATTACHED FOR WORK SCHEDULE VERIFICATION.



NINE MILE FALLS SCHOOL DISTRICT

Mileage Chart

Beginning Location	Ending Location	Mileage One Way
Nine Mile Falls Elementary	Lakeside High School	5
	Lake Spokane Elementary	5.5
	Lakeside Middle School	6.5
	ESD101	17
	DO	0
Lake Spokane Elementary	Lakeside Middle School	1
	Lakeside High School	1.5
	Nine Mile Falls Elementary	5.5
	DO	5.5
	ESD101 South Hill	22
Lakeside Middle School	Lake Spokane Elementary	1
	Lakeside High School	2.5
	Nine Mile Falls Elementary	6.5
	DO	6.5
	ESD 101 South Hill	23
Lakeside High School	Lakeside Middle School	2.5
	Lake Spokane Elementary	1.5
	Nine Mile Falls Elementary	5
	DO	5
	ESD 101 South Hill	22
District Office	Nine Mile Falls Elementary	0
	Lakeside High School	5
	Lake Spokane Elementary	5.5
	Lakeside Middle School	6.5
	UPS Store 5919 WA 291	4
	ESD 101 South Hill	17

Jan 2023 through Dec 2023 Per Diem Rates



Maximum allowable lodging rates by month

Primary destination	County	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98
Everett / Lynnwood	Snohomish	\$116	\$116	\$116	\$116	\$116	\$116	\$116	\$116	\$139	\$139	\$139	\$116
Ocean Shores	Grays Harbor	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$111	\$146	\$146	\$111
Olympia / Tumwater	Thurston	\$120	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$120
Port Angeles / Port Townsend	Clallam / Jefferson	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$206	\$206	\$113
Richland / Pasco	Benton / Franklin	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105
Seattle	King	\$232	\$176	\$176	\$176	\$176	\$176	\$176	\$232	\$232	\$232	\$232	\$232
Spokane	Spokane	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114
Tacoma	Pierce	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126
Vancouver	Clark / Cowlitz / Skamania	\$182	\$152	\$152	\$152	\$152	\$152	\$152	\$152	\$182	\$182	\$182	\$182

Meal rates

Primary destination	County	Meals & incidental expenses total	Breakfast	Lunch	Dinner
Standard rate	Applies for all locations without specified rates	\$59	\$14	\$17	\$28
Everett / Lynnwood	Snohomish	\$74	\$18	\$20	\$36
Ocean Shores	Grays Harbor	\$74	\$18	\$20	\$36
Olympia / Tumwater	Thurston	\$74	\$18	\$20	\$36
Port Angeles / Port Townsend	Clallam / Jefferson	\$74	\$18	\$20	\$36
Richland / Pasco	Benton / Franklin	\$69	\$17	\$19	\$33
Seattle	King	\$79	\$19	\$22	\$38
Spokane	Spokane	\$74	\$18	\$20	\$36
Tacoma	Pierce	\$69	\$17	\$19	\$33
Vancouver	Clark / Cowlitz / Skamania	\$74	\$18	\$20	\$36

Reimbursement for Travel Expenses

Travel Request

Travel requests must be approved by the staff member's supervisor having budgetary control over the charge prior to submission to the superintendent. Out-of-district travel must be approved by the superintendent or designee.

Reimbursement of Claims

Employee Expense Reimbursement Requests will be submitted to the business office within ten (10) working days of return from travel status. The business office will make appropriate reimbursement based on verifiable information submitted. In order to be reimbursed in a given month, the Employee Expense Reimbursement Request must be received by the business office by the 10th of the month. The business office will return any reimbursement requests that are incomplete or contain errors. The supervisor/administrator having budgetary jurisdiction is to approve the request.

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

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
Airline, Train, Bus Fare	Tourist rate	Cancelled ticket serves as receipt
Taxi, Parking, Toll		Receipt preferred
Mileage — personal car	<p>Inside the District: Reimbursement allowed only when approved in advance by the staff member's supervisor. When travel is a necessary part of performing one's work, the staff member may receive blanket approval for the year.</p> <p>Outside the District: Reimbursement allowed for approved trips and when there is evidence that a district vehicle was not available for use on the day of travel. Reimbursement shall be at the mileage rate pursuant to the federal internal revenue code and internal revenue service regulations.</p>	

A. Meals and Lodging:

- 1) Whether claiming actual meal costs or the per diem rate, the meal must be listed separately by date.

- 2) No reimbursement is allowed for a meal at the home starting point.
- 3) If a meal is provided as part of the registration cost, the employee may not request reimbursement for a meal obtained elsewhere.
- 4) The IRS states that reimbursement of meal expenses is, in general, considered a taxable fringe benefit when travel is not overnight.
- 5) Meals may be reimbursed at the actual cost if a specific meal is provided in the course of a meeting (working meal) or setting where employee is attending as a representative of the district. The specific meal being reimbursed must be at a set rate for all attendees and the employee has no choice of a different priced meal or to leave the location for that meal. A receipt and proof of the meal's set price must be provided.
- 6) Meals will be reimbursed at the individual meal rate unless the travel is performed to the conference or meeting in the early morning and the return is performed after the normal dinner hour or an overnight stay is required.
- 7) Hotel and motel bills must be filed with the Expense Reimbursement Form.
- 8) The maximum daily reimbursement rate for meals and lodging will be determined by the Washington State Office of Financial Management, based on the location of the conference.
- 9) No reimbursement will be made for guests.
- 10) For registration reimbursement, a copy of the completed registration form showing the cost, along with the receipt or copy of check must be attached to the Employee Expense Reimbursement Form

B. Transportation:

- 1) Receipts for airline tickets (coach rate) will be reimbursed by the District.
- 2) Ferry, bridge tolls and parking charges are allowed provided receipts and/or appropriate explanatory documentation is included with the Employee Expense Reimbursement Form.
- 3) Taxi/Uber fees may be reimbursed if it is determined that travel by this means is more economical than auto rental. The rental of an automobile is allowed when this mode of transportation is more economical or needed because of travel requirements. The district will reimburse for no larger than a mid-size car. Rental cars will be reserved using the district purchase order or credit card when possible.
- 4) Mileage, by private car when allowed, is at the current Internal Revenue Service rate per mile.

Travel Advances

Travel advances for employee travel is not authorized.

Nonreimbursable Expenses

The following expenses are not reimbursable:

1. Alcoholic beverages, meals or snacks other than regular meals.
2. Personal telephone calls, postage, and memberships.
3. Mileage to and from home.
4. Mileage for school levy promotions and other nonofficial school functions.
5. Entertainment.

6. 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.
7. Expenses incurred by non-employees traveling with the staff member, including room surcharges.
8. Charges for hotel room service or other non-essentials.