

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.