

## 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-District travel must be approved by the superintendent **or designee**.

The travel request must show meals, lodging, transportation, registration and any other estimated expenses for which reimbursement shall 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 at least three (3) days prior to the regular Board meeting.

District staff should use a district vehicle while traveling on district assigned business. If a district vehicle is not available or if a staff member’s supervisor gives prior approval, staff may use a personal vehicle for transportation. A mileage report is to be submitted each month for reimbursement of mileage in a personal vehicle. The report must show each point of departure and destination. Mileage will be reimbursed only for trips for which an employee or officer is conducting district business and has been assigned to perform such by their supervisor.

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

Expense Type	Reimbursement Rate	Receipt Required?
Lodging	Reasonable rates using WA State Office of Financial Management reimbursement rates as a guideline. View rates here: <a href="http://www.ofm.wa.gov/resources/travel/bwmap.pdf">http://www.ofm.wa.gov/resources/travel/bwmap.pdf</a>	Itemized receipt required
Meals	Maximum of Breakfast: \$10, Lunch: \$15 Dinner: \$25	Yes
Airline, Train, Bus Fare	Tourist rate	Cancelled ticket serves as receipt
Taxi, Parking, Toll		Receipt required if available
Mileage	48.5 cents per mile (or federal mileage rate at time of application for reimbursement)	No

- 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 shall be registered to all of the occupants. Each person shall obtain and pay a bill for their share of the room charge when possible or use the district credit card. Reimbursement requests must be documented by an itemized bill showing the detail of the room charges. Reimbursement will only be provided for lodging and related taxes and not be provided for in room charges such as movies, mini bars, personal services, or charges related to the stay of a

person who is not a district employee. Hotel or motel charges are not to be billed directly to the District unless previously authorized.

- B. **Airline Tickets:** Travelers may pay for tickets directly and be reimbursed by the district. The district will only provide reimbursement for coach fares or equivalent for district employees or officers traveling on district assigned duties.

### **Travel Advances**

- A. If a travel advance is approved, 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 (10) days following completion of the travel. If the actual expenses are less than travel advance, the staff member shall 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.

### **Nonreimbursable 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 (unless the approved work assignment is closer to the traveler's home than to the work place).
- D. Mileage for school levy promotions and other nonofficial school functions.
- E. 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.
- F. Expenses incurred by non-employees traveling with the staff member, including room surcharges.
- G. Entertainment, including in-room movies.