

Reimbursement for Travel Expenses

Travel Request

Travel requests for “regional” travel must be approved by the staff member’s immediate supervisor prior to travel. “Regional” travel includes the State of Washington, the Portland, Oregon area, and British Columbia.

“Out-of-State” travel requests must be submitted to the Superintendent’s Office for Board approval at least eight (8) weeks in advance of traveling and must be approved by the staff member’s immediate supervisor.

Out-of-State travel requests 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 seven (7) days prior to the regular board meeting.

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	Itemized receipt required Up to \$60 per day, per person

Meals reimbursed for in-district travel are restricted to situations authorized directly by the superintendent or board. These must be related to circumstances where district business is being conducted or the district is deriving direct benefit.

The superintendent and board may use the district credit card to pay for meals for both in-district and out-of-district travel, when use of a credit card is the most efficient payment method.

Airline, train, bus fare	Tourist Rate	Cancelled ticket serves as Receipt
Taxi, parking, toll		Receipt required

Mileage--personal car:

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.

Outside the District: Reimbursement allowed only in connection with an approved check request and when there is evidence that a district vehicle was not available for use on the day of travel. Reimbursement shall be at the rate paid to state staff.

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 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 shall note on the receipt all other staff members who shared the room. Hotel or motel charges are not to be billed directly to the district.

Airline Tickets: Airline tickets (coach rate) may be charged to the district through a local travel agency for any approved travel.

Rental Cars: Rental cars may be used if it is advantageous to the district and more economical than other conveyances and necessary district business cannot be accomplished otherwise. Use of rental cars must be approved in advance by the superintendent through issuance of travel request. Employees should recognize that the use of rental cars makes it difficult to segregate charges between official and personal use and should take appropriate precautions internally to guard against abuse.

Prospective Administrative Employee: The district may reimburse a prospective administrative employee (superintendent or other executive level employee) the necessary travel expense in connection with interviewing or examining said prospect. It is the responsibility of the superintendent to determine that frugality is exercised. The district will reimburse said travel expenses after the prospective employee submits an itemized statement of expenses.

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 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.

Non-reimbursable Expenses

- 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 non-official 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.
- G. Expenses incurred by non-employees traveling with the staff member, including room surcharges.