

REIMBURSEMENT FOR TRAVEL EXPENSES

The actual and necessary expenses of a director, administrator, staff member or designate of the district incurred in the course of performing services for the district, whether within or outside of the district, may be paid for by the district in accordance with procedures of the district. For purposes of this policy, travel expense includes amounts paid for use of personal automobiles, other transportation, and per diem expenses for meals, lodging, registration and related items that are necessary while in the conduct of official business of the district. A staff member or district officer may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

Reimbursement for travel expenses will be made pursuant to the Federal Internal Revenue Code and Internal Revenue Service regulations

Legal References:	RCW 28A.320.050	Reimbursement of expenses of directors, other school representatives, and superintendent candidates--Advancing anticipated expenses
	RCW 42.24.090	Municipal corporations and political subdivisions--Reimbursement claims by officers and employees--Detailed account--Travel allowances and allowances in lieu of actual expenses--Certification--Forms

State Auditor Bulletin #301-III(D)--Employee travel expenses

Management Resources:	Policy News, April 2005 Credit Card Policy Updated Policy News, December 1999 IRS rules impact travel reimbursement
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Adoption Date: April 25, 2016
Clarkston School District