

# WSD Business Office

## Travel Expenses Procedure

Approved by DOT on 03/20/2023

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### Routine Daily Travel (In District):

**Definition** – Routine Daily Travel includes travel between district locations, banks, post office, student homes, and other locations within the boundaries of the district required in the performance of district business.

**Prior Approval** - Reimbursement is allowed only when approved in advance by the employee's supervisor. When travel is a necessary part of performing one's work, the employee may receive blanket approval for the year.

Reimbursement for vehicle mileage will be at the rate allowed by the [Internal Revenue Service \(IRS\)](#) at the rate of .6550 per mile for business purposes starting January 1, 2023.

Mileage to and from home to the employee's primary work location is considered commuting and will not be reimbursed. Return trips to work for extended hours or activities are considered commuting and will not be reimbursed.

**Meals** – meals are generally not reimbursed within the boundaries of the district. Exceptions may be authorized by the superintendent/designee for administrators who represent the district at local service groups such as Chamber of Commerce or Rotary.

### Local Conferences and Workshops:

**Definition** – Local Conference and Workshops within 50 miles of the employee's primary work location or primary residence are considered local and overnight lodging will not be reimbursed. Exceptions shall be granted for those traveling with students or under special circumstances approved by the superintendent/designee. See Overnight Travel Section below if your trip qualifies as overnight travel.

**Prior Approval** - The employee is responsible for obtaining written approval prior to attending any local conference or workshop that will take the employee away from their regular duties.

**Meals** – Meals purchased by the employee while attending a local conference or workshop will not be reimbursed by the district. Meals included as part of the registration will be paid directly to the vendor by the district as part of the registration fees.

**Registration Fees** – Registration for local conferences or workshops should be paid by a district purchase order or district credit card. If paid by the employee, a reimbursement may be requested with proof of payment and proof of prior approval. A copy of the registration is required.

**Mileage** – Reimbursement is allowed only in connection with an approved travel request. Mileage to and from the conference or workshop will be reimbursed at the IRS approved mileage rate. Additional travel expenses including parking, tolls, and ferry may also be reimbursed. When available, District owned vehicles may be used by employees for school related activities.

**Travel Advances** – Travel advances will not be issued for local conferences and workshops.

**Federal Funding** – If using federal funds to cover the cost of a meeting or conference, the event must be consistent with the grant's plan and the event must be directly relevant to the program and operation of the grant. The event must convey information related to the objectives of the grant and be reasonable and necessary to achieving the goals of the grant, and only a reasonable number of staff may attend.

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---



### Overnight Travel:

**Definition** – Travel must be beyond 50 miles from the traveler’s primary residence or primary work location, whichever is closer, before it qualifies for an overnight stay. Exceptions shall be granted for those traveling with students or under special circumstances approved by the superintendent/designee.

**Prior Approval** – Prior approval of travel is required for all overnight travel. Travel requests must be approved by the employee’s immediate supervisor and the grant manager if different than the supervisor. Out-of-State, overnight travel must be approved by the school board.

**District Credit Cards** – District credit cards are available for approved travel. The district credit card is to be used for airfare, baggage fees, hotel, rental car, gas for rental car, and parking only. The district credit card may not be used for employee meals which are reimbursed at meal per diem. Exceptions for meals shall be made for those traveling with students. See district board policy 6212.

**Federal Funding** – If using federal funds to cover the cost of a meeting or conference, the event must be consistent with the grant’s plan and the event must be directly relevant to the program and operation of the grant. The event must convey information related to the objectives of the grant and be reasonable and necessary to achieving the goals of the grant, and only a reasonable number of staff may attend.

**Lodging** – Reasonable expenses for lodging are reimbursable. Lodging will be reimbursed only if the employee is traveling 50 miles or more from their primary work location or residence, whichever is closer. Exceptions shall be granted for those traveling with students or under special circumstances approved by the superintendent/designee. For out-of-state conferences, lodging reimbursement is limited to the day before the conference begins and the day the conference ends. Exceptions may be granted in special circumstances and require written approval. Conference or government rates are preferred. Receipts are required. If two or more people share a room, the employee paying the bill and requesting reimbursement will note on the receipt all other employees who shared the room.

**Registration Fees** – Registration for conferences or workshops should be paid by a district purchase order or district credit/purchasing card. If paid by the employee, a reimbursement may be requested with proof of payment and proof of prior approval. A copy of the registration is required.

**Meals** – Meals will be reimbursed during overnight travel at the meal per diem rates reflected on the US General Services Administration website ([www.gsa.gov](http://www.gsa.gov)) for the destination city. Meal per diem on the first day of travel and the last day of travel will be prorated. The traveler will be reimbursed for 75% (¾) of their daily meal allowance on the first day of travel and the last day of travel.

**For example : B+L+D = \$69 X .75 = \$51.75**

**The Total amount for First and Last Day of Travel would be \$51.75 for each day.**

**Transportation** – Reasonable transportation expenses incurred shall qualify for reimbursement, such as airfare, taxis, rental cars, shuttles, and parking fees. Travelers are encouraged to use the most economical travel method possible. Airfare will be limited to coach class. Rental cars shall be limited to compact cars; no car rental insurance will be reimbursed. In cases where other methods are chosen, written justification may be required prior to reimbursement. Itemized receipts are required.

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### Reimbursement of Claims:

Reimbursement for travel, mileage, and other expenses must be submitted on the **Travel and Expense Claim Module on Skyward** no later than 30 days after the expense was incurred. If reimbursements are submitted after the 30 day window, the principal/director/supervisor will request a written approval from the Superintendent and the employee submitting the reimbursement will attach it to their request in Skyward.

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, and the business purpose of each trip.

A statement of expenses is to be submitted for each trip (Local Conference/Workshop and Overnight Travel) for which reimbursement is being requested. Attach all required original, itemized receipts and agendas to the claim (see above).

The claimant must submit the completed claim form to their supervisor/principal for approval.

The supervisor shall sign to approve and verify that the budget code is correct before submitting the claim to the business office for final approval. If additional budget approval is required, the supervisor will forward the claim first to the budget authority for approval. The budget authority shall approve the expenditure against their budget.

### **Non-reimbursable Expenses**

The following expenses are not reimbursable:

- A. Alcoholic beverages;
- B. Personal items
- C. Mileage to and from home;
- D. Mileage for school levy promotions and other nonofficial 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; and
- G. Expenses incurred by family, personal guests, or pets traveling with the employee, including room surcharges.
- H. Restaurant meals over casual business discussion, even if it relates to district business.
- I. Expenses not supported by required, itemized receipts.

### Student Meal Reimbursement:

Students can get reimbursed for meals when they go to State for Sports Tournaments/Competitions and/or other events if approved by the Supervisor. For example: Amazing Shake, field trips etc.

They will receive 75% ( $\frac{3}{4}$ ) of the amount that each [meal per diem](#) is set to.

**For example: Breakfast is \$ 16.00 x .75 = \$12.00.**

### **Steps to follow:**

- Coach/Supervisor has to send an email to [ACCOUNTSPAYABLE@wahluke.net](mailto:ACCOUNTSPAYABLE@wahluke.net) with all the information of the event: Name of Event, Place (State or Out-of-State), Dates, what meals will not be provided, Names of Students.

# WSD Business Office

## Travel Expenses Procedure

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- Also include the meal rates on the email. You can go here [Per Diem Rates | GSA](#) to look for the rates. If you need assistance with this process please contact [ACCOUNTSPAYABLE@wahluke.net](mailto:ACCOUNTSPAYABLE@wahluke.net) or [dtapiacruz@wahluke.net](mailto:dtapiacruz@wahluke.net).
- Once the email has been received, the Accounts Payable Department will look over this information and make sure everything is correct before printing the check.
- The Accounts Payable Department will issue a check under the Coach/Supervisor Name, then we will email them when the check is ready for pick up. The Coach/Supervisor will be responsible for distributing the amount of money to each Student.
- When the Coach/Supervisor comes to pick up the check he/she will sign a check pick up log acknowledging that they received the check. We will also give them a sheet with the Names of the Students and the amount that each will receive.
- Students will have to Print and Sign their Name on the sheet, after every Student has signed the Coach/Supervisor is responsible for emailing/interoffice the original form.

### Requisition Requirements for Travel:

When you are ready to submit your requisition for Travel you will need to include the following information:

- Complete the [Travel Expenses Template](#) and attach it to the requisition. This template will lay out the funding plan for the trip. This template must be completed and approved by the Business Office, Grant Manager and/or Program Manager prior to requesting board approval.
- Itemize all expenses on the requisition for all individual line items.
- Attach agenda for conference/training.
- Attach or list participants/attendees.
- Attach Board Approval for out of state travel (or written approval from Superintendent and Board President)
- If another grant/funding source will be paying for a portion of the cost, they will need to submit a requisition for their portion and inform Accounts Payable.

For any Fiscal, A/P questions or requests, please email: [Accountspayable@wahluke.net](mailto:Accountspayable@wahluke.net)