BLAINE SCHOOL DISTRICT

PRE-TRAVEL AUTHORIZATION AND REIMBURSEMENT FORM

Directions: Prior to traveling, complete the top portion of this form (if you do not have account code, list which building/program will be paying for the travel), date, and submit to accountspayable@blainesd.org. **Attach registration or workshop information** . Once this has been routed through the approval process it will be returned to you. Upon return from the trip and for non overnight travel, complete the lower portion with actual expenses and return to the Business Office for processing.

To be completed prior to travel. Forward to Accounts Payable who will obtain the required signatures

Name: _____ School/Work Site: _____

Destination City _____ Purpose of Travel: _____

Departure Date/Time: _____ Return Date/Time: _____

Anticipated Expenses	Amount	Account Code	PO Number (if applicable)
Registration:	_____	_____	_____
Lodging:	_____	_____	_____
Meals (see Per Diem Rate):	_____	_____	_____
Travel/Transportation:	_____	_____	_____
Substitute Cost:	_____	_____	_____
TOTAL:	**_____**		

Participant Signature: _____ Date: _____ **Send to accountspayable@blainesd.org**

Administrator Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

Business Office Signature: _____ Date: _____ A/P Signature: _____

Actual Expenses: Complete and return to the District Office upon return from travel

TRANSPORTATION EXPENSES (Attach original receipts) Air: _____ Parking:_____

Other: _____ Private Car:_____ miles at $0.___/mile **Total: $_____**

LODGING EXPENSES (Attach original receipts) $_____

MEALS : No receipts needed for overnight travel meals. These will be paid at Per Diem Rate. Attach extra sheet if needed.

Date	Breakfast	Lunch	Dinner
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Totals:	_____	_____	_____

Reimbursement Total: $_____

PER DIEM RATES

King County:
Breakfast: $20.00
Lunch: $24.00
Dinner: $35.00

Spokane County:
Breakfast: $19.00
Lunch: $22.00
Dinner: $33.00

All Other Counties:
Breakfast: $15.00
Lunch: $18.00
Dinner: $26.00

CERTIFICATION: I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THIS IS A TRUE CORRECT CLAIM FOR NECESSARY EXPENSES INCURRED BY ME AND THAT NO PAYMENT HAS BEEN RECEIVED BY ME ON ACCOUNT THEREOF.

Employee Signature: _____ Date:_____

APPROVAL: Please sign below if expenses exceeded estimate.

Administrator :_____

Blaine School District Procedure 6213P Procedure– Reimbursement for Travel Expenses

Travel Request
Travel requests must be approved by the staff member's immediate supervisor. Overnight out-of district/state travel must also be approved by the superintendent. 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 by the 10th of the month. Claims for reimbursement for event expenses, including mileage, will only be honored during the fiscal year that the event took place. All claims must be submitted by September 7th of the following fiscal year. All expenses must be claimed within 60 days of the event. 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 original receipt required
Meals:	Up to per diem	Itemized original receipt required for non-overnight
Airline, Train,Bus	Tourist Rate	Canceled ticket as receipt or boarding pass
Taxi, Parking, Toll	Reasonable Rates	Receipt preferred
Mileage– Personal Car	**Inside the district**: Reimbursement allowed when approved by the staff member's supervisor **Outside the district**: Reimbursement allowed only in connection with an approved travel request. Reimbursement shall be at the Federal reimbursement rate per mile.	

Meals
Out of District/Overnight Staff Meals:
Personnel authorized for **out-of-district, overnight** travel will claim food cost reimbursement through per diem. The following schedule and procedures are applicable:

- Travel meal per diem for Washington state counties other than King and Spokane counties shall be reimbursed at the Whatcom County rate. Per diem rates will be equal to those adopted in the "OFM Statewide Accounting" publication and prorated for a partial day for breakfast**,** lunch, and dinner. Out-of-state travel per diem will be at the city rate established by the U.S. General Services Administration.
- Meals included in conference registration charges will be deducted from meal per diem on the above schedule. (Continental Breakfast is not considered a meal)
- Breakfast reimbursement is allowed when departure from Blaine is necessary before 6:30 a.m.
- Dinner reimbursement is allowed if return to Blaine is necessary after 6:30 p.m.

All Other Meal Reimbursement:
In the case of meal reimbursement for one-day travel events, meals will be reimbursed ***at per diem*** rates after completion of travel and such meals will be subject to income taxation in accordance with IRS regulations. Receipts are required. In addition, if an officer or employee is filing a claim on behalf of others regardless of travel status, he or she must prepare a detailed account that includes:

- Names of the others who partook of meals.
- Whether they were district employees and, if not, who they were and what connections they had with district business. This should not be construed to permit promotional hosting.
- Who provided the meals with dates and times.
- A detailed breakdown of amounts.
- Some statement sufficiently explicit to show what municipal business was being carried out when the expenses were incurred.

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 unless a purchase order is used.

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

Non-reimbursable Expenses
The following expenses are not reimbursable:

- Alcoholic beverages, meals or snacks other than regular meals.
- Personal telephone calls, postage, and memberships.
- Mileage to and from home.
- Mileage for school levy promotions and other nonofficial school functions.
- Entertainment.
- 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.
- Expenses incurred by non-employees traveling with the staff member, including room surcharges.