

Cle Elum-Roslyn School District No. 404

Board Policy

Management Support

6213

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 reimbursed in accordance with the approval and reimbursement procedures of the district. For purposes of this policy, travel expense includes amounts paid for use of personal automobiles, other transportation, and actual expenses or reimbursement in lieu of actual expenses for meals, lodging 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.

Legal References:	RCW 28A.320.050	Reimbursement of expenses of directors, superintendents, other school representatives, and superintendent candidates--Advancing anticipated
	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 Bul.#301-III(D)--Employee travel expenses

Adoption Date: 5/26/98
Cle Elum-Roslyn School District

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Board Policy

PERSONNEL

6213P

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Travel Request

Travel request must be approved by the staff member's immediate supervisor. Out-of-state travel must be approved by the Board of Directors with the exception of Coeur d'Alene, Idaho and Portland, Oregon. The Superintendent is authorized to approve emergency requests for out of state travel.

Employees shall complete and submit to their immediate supervisor an Overnight or Out of State Travel Authorization Request. The travel request must include the cost of meals, lodging, transportation, registration and any other estimated cost(s) with the budget code indicated.

Reimbursement of Claims

Reimbursement claims must be submitted to the district office with itemized receipts attached with the employee's signature and supervisor's approval.

If expenses result from attendance at a conference or workshop, attach a copy of the agenda to the reimbursement claim.

Reimbursement Expenses

Lodging:	Actual rates.
Meals: Overnight Travel	Reimbursement of actual costs up to a maximum of the current Washington State Per Diem Rate, plus an allowable service gratuity up to 15%. IRS rules will be applied.
Meals: Non-Overnight Travel	Reimbursement of actual costs, plus an allowable service gratuity up to 15% will be allowed for meals purchased during a meeting where business is being conducted. Claim must show the business purpose.
Airline, Train, Bus:	Coach rate. Canceled ticket and travel itinerary serves as receipt.
Taxi, Parking, Toll:	Receipts preferred (when available)

Mileage – personal car

Inside the district:

Required travel between school district buildings, local banking, purchasing or other district required business will be allowed only when approved in advance by the staff member's supervisor or when travel is part of blanket approval for the year.

Outside the district:

- Reimbursement allowed only in connection with an approved travel request and when a district vehicle was not available for use on the day of travel.
 - When more than one staff member is traveling to the same destination, only one reimbursement for each four or less staff may be allowed without prior approval.
 - When four (4) or more staff are traveling to the same destination, a district van should be used if available.
- 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 individual shall obtain and pay any bill for personal costs charged to motel rooms. (phone calls, entertainment)
- b) Airline Tickets – Airline tickets (coach rate) may be charged to the district.

Non-reimbursable Expenses

The following expenses are not reimbursable:

- a) Alcoholic beverages, meals or snacks other than regular meals.
- b) Personal telephone calls, postage and unapproved 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/spouse traveling with staff members.

Reviewed: 5/26/98

Revised: 10.01.02 / 9.13.05 / 6.23 13 / 5.17.16