

## **PERSONNEL**

### **Travel – Authorization and Reimbursement**

**Prior approval from the budget supervisor is required before travel arrangements are made (i.e. booking airfare).**

#### **I. DEFINITIONS**

- A. Local Area Travel: Travel by District employees to conduct official District business within the Clarkston-Lewiston Valley. This includes travel between District locations.
- B. Non-Local Area Travel: Travel outside of the local area travel (greater than thirty miles), as defined above, by district employees to conduct official district business.
- C. Travel Status: If (1) your duties require you to be away from the general area of your regular work location substantially longer than an ordinary day's work; and (2) you need to sleep or rest to meet the demands of your work while away.

#### **II. Local Area Travel**

##### **A. Reimbursable Expenses**

Employees operating a private vehicle for district business shall

- 1. Be in possession of a valid driver's license,
- 2. Have vehicle liability insurance, and
- 3. Carry an insurance identification card while driving a vehicle, verifying they have a valid vehicle liability insurance policy.

Reimbursement for use of a privately owned vehicle for official travel shall be allowed at a rate established by the Internal Revenue Service (IRS). Traffic and parking fines will not be reimbursed.

Daily commute transportation expenses between the employee's official residence and official work site is a personal obligation of the traveler and is not reimbursable by the district. When an employee is assigned to work at more than one location, they may be reimbursed only for the miles driven between the work locations. The travel point of departure and destination are required documentation for reimbursement.

##### **B. Claims for Reimbursement**

Claims for reimbursement of travel expenses shall be submitted for approval on an "In District Mileage Reimbursement Form". Employees should complete this form at a minimum of every 30 days. The report must show each point of departure and destination. The signature of the staff member and the staff member's immediate supervisor is required before submitting the claim for reimbursement.

All In-District Mileage Reimbursement Claims shall be submitted within ten (10) days following the end of the fiscal year in which the expenses were incurred.

**BEFORE any reservations are made, the following must be completed and approved:**

1. **Pre-Approval for Non-Local Travel Request Form** (30 calendar days in advance of travel \*)
  - Complete all areas of form prior to submitting for signatures.
  - **IMPORTANT:** Attach a copy of the conference/workshop registration form including any other pertinent information.
  - Route to your building or department supervisor.
2. Traveler submits required forms to direct supervisor.  
The travel request process begins with the staff member submitting all required forms requesting approval from the direct supervisor (building principal, manager, director, etc.).
3. Paperwork approved at district level and copies returned to traveler.  
All required paperwork will then be sent to the District Office through the Superintendent's Office for approval. Once approved at the district level, all required forms will be sent to the Business Office and copies will be sent to the direct supervisor and staff member making the request.

\* If the request does not meet the 30 calendar day advance request due to special circumstances, approval by the Superintendent must be granted to waive this timeline procedure omission.

**AFTER the Pre-Approval Travel Form is approved, proceed with the following steps:**

1. **Airline, Hotel, Car Rental, and/or Registration reservations made.**  
Reservations for airline, hotel, registration, and/or car rental are to be made through the District-approved requisition/Purchase Order process OR by checking out a district Procurement Card (P-Card).
  - **Make certain the Business Office has a copy of your approval form.** No costs will be allowed without proof of trip approval.
  - Personal charges and reimbursement for these expenditures are not the preferred practice and require prior approval.
2. **Out of District Travel Form (Advance Travel Form)** – One week (or more) before your travel date.  
Submit a completed Out of District Travel Form (Advance Travel Form) for meal money. Sections A and B must be completed prior to sending to the Business Office for processing. Form should be in the Business Office at least one week prior to travel. Be sure to attach a copy of the conference schedule and hotel information.

### **Returning From Travel**

**Within 10 calendar days of returning from travel status, submit the following to the Business Office:**

1. **Finalized Out Of District Travel Form (Advance Travel Form) – Section C**  
Submit your finalized Out Of District Travel Form/Advance Travel Form by completing Section C and attaching detailed receipts when relevant. Be sure the form is complete.

Section C Explanation:

- Date: dates and times of travel;
- Meals: see per diem maximum rates in this policy;
  - You will not be allowed per diem for meals provided by the conference.
- Mileage or fuel receipts (prior approval by the Superintendent to travel by personal vehicle).
  - Miles multiplied by the current mileage rate (see District website for current rate).
  - For fuel receipts for a *District Motor Pool car*, return fuel card plus original receipts to the Transportation Department.
  - For fuel receipts for a *Personal Car* (with prior approval from the Superintendent), attach original fuel receipts to this Advance Travel form. Begin trip with a full tank at your personal expense. Keep fuel receipts from route while on approved travel status and refuel upon entering Clarkston and submit for reimbursement.
- Other transportation: Airfare, Car rental, Shuttle, Taxi. Sign off on the Purchase Order and submit paperwork to your building secretary.

**2. Other Expenditures.**

- List other expenditures and provide receipts for items like parking, and tolls that were paid by you personally on this form for reimbursement.
- Total all travel expenses not covered by a Purchase Order or P-Card in Section C.

**3. Review, sign and date.**

Certify at the bottom of the form the time and date for departure and return. Be sure to sign and date the form. If you have money coming to you after your advance is deducted, *list the amount in Section C and forward this form to your Supervisor to review, sign and date.*

**4. Obtain supervisor's signature.**

Retrieve your supervisor's signature and have them date the form.

**5. Submit to Business Office.**

Send the signed and completed document to the District Office, Attention: Business Office.

**Additional Tips & Considerations**

*Some additional ideas to make for a smooth trip include...*

**Meals:**

- If hotel provides a balanced breakfast, do not request meal money.
- If meals are included in the registration, do not request meal money.
- Only request meal money when the District is not already paying for a meal in the price of the hotel and/or registration.

## **Transportation:**

- Flying
  - Did you use the District Procurement Card or enter a requisition for the cost?
- Driving
  - Did you request a District Motor Pool vehicle?
  - Did you request a fuel card from the District Transportation Department? (Keep copies of your fuel receipts.)
  - If a District Motor Pool Vehicle is not available, did you:
    - Rent a vehicle? Submit a requisition for a Purchase Order.
    - Seek prior approval from the Superintendent to use your own vehicle?
      - Do you have the Superintendent's signature on the Pre-Approval for Non-Local Travel Request form?

## **Reimbursable Expenses**

### **Meals and Incidental Expenses:**

Meals and Incidental Expenses (M&IE) are defined as:

- a. Meals
  - b. Fees and tips given to porters, baggage carriers, and others (not to exceed eighteen percent (18%) is reimbursable.
  - c. Ferry, taxi and shuttles
- Note: See Number Seven (#7) below in the Miscellaneous section for standard and acceptable tipping rates.

### **Full day travel per diem**

- A per diem allowance for meals and incidental expenses (M&IE) as defined above will be paid to employees traveling on district business while they are in travel status. The amount of per diem paid will be based on the details listed below.
- No receipts for meals are required to be submitted with the Travel Request Form.

### **Partial day travel per diem**

- To qualify for meal reimbursement, an employee must be in travel status at the following times:
  - Breakfast - Only following an overnight stay on approved travel status
  - Lunch - In travel status from 11:00AM – 1:30PM
  - Dinner - Return to town at or after 7:00 PM
- Meal expense reimbursement will not be allowed for meals provided to the employee for which the employee did not incur an expense, such as:
  - Meals furnished, either by the host facility, or;
  - As a part of the meeting registration or lodging fee.
- Meals that are reimbursed without an overnight stay are subject to withholding taxes through payroll.

- The meal per diem rate is set at \$51.00 for normal cost areas, increasing to \$70.00 for high cost areas (see schedule below). Partial day per diem will be per the schedule.

**Schedule of Per Diem/Subsistence Rates for out of Washington State travel:**

Meals	Regular Per Diem	High Cost Per Diem
Breakfast	10.00	16.00
Lunch	15.00	21.00
Dinner	26.00	33.00
Full Day	51.00	70.00

**Selected High Cost Areas**

**CALIFORNIA**

Los Angeles  
San Diego  
San Francisco Bay Area

**ILLINOIS**

Chicago

**OHIO**

Cleveland

**LOUISIANA**

New Orleans

**OREGON**

Portland

**INDIANA**

Indianapolis

**COLORADO**

Vail/Aspen

**MARYLAND**

Baltimore

**PENNSYLVANIA**

Philadelphia

**CONNECTICUT**

Hartford

**MICHIGAN**

Detroit

**TEXAS**

Dallas  
Fort Worth  
Houston

**DISTRICT COLUMBIA**

Washington, D.C.

**NEVADA**

Las Vegas

**WASHINGTON**

Clark Co.  
King Co.  
Snohomish Co.  
Thurston Co.  
Spokane Co.  
Pierce Co.  
Skagit Co.  
Jefferson Co.  
Clallam Co.

**FLORIDA**

Palm Beach  
Atlantic City  
Miami  
Orlando

**NEW JERSEY**

Newark

**GEORGIA**

Atlanta

**NEW YORK**

New York

## Unique Travel Information

### Lodging:

- Personal charges and reimbursement for these expenditures are not the preferred practice and require prior approval. If approval is provided, the following applies:
  - Individual receipts are required from each staff member who obtains reimbursement from the District. When two or more staff members share a room, each will claim a proportionate share of the bill. When the employee and spouse share a room, the employee must make the adjustment, when applicable, on the hotel receipt before filing for reimbursement.

### Travel Day Defined:

- Reimbursement of expenses is allowed for one travel day preceding a conference and for one travel day following the conference.
  - For example, if the conference starts on Monday and travel begins on Sunday, reimbursement is made for the travel day, which is Sunday. However, if the same conference begins on Monday and the travel begins the previous Friday, reimbursement is made for the travel day, which is Friday. There will be no reimbursement of expenses for Saturday and Sunday preceding the conference. The same applies for travel following the conference.
- If an exception to the rule in the previous paragraph for travel reimbursement is to be considered, the employee must clearly show a cost saving as a result of arriving at the destination earlier or leaving the conference site later than the one day before or after the conference dates.
- Travel must be by the most direct route possible and any employee traveling by an indirect route must assume any additional expenses incurred.
- Exceptions to the above lodging procedures must be received in advance from the Superintendent.

### Combined Business and Personal Time:

- When combining business and personal time on a trip, the dates of the personal time must be indicated on the Travel Authorization Form.
  - In cases where this can be arranged, it is understood that the employee will be responsible for the additional costs to be incurred as a result of the personal time.
  - Reimbursement of expenses on those dates is NOT allowable.
  - To determine the additional cost of personal time, the traveler must provide a written quotation of the cost of round-trip airfare directly to and from the business destination.
  - The difference between the cost of the round-trip airfare directly to and from the business destination constitutes the additional cost of alternate site routing.
  - The employee must pay the personal portion of the plane ticket or lodging prior to the trip.
  - The same process applies for rental car costs.

- If a traveler would like to combine a vacation or other personal use onto a legitimate business trip, it is allowed only where ALL of the following conditions exist:
  - The primary purpose of the trip is official district business;
  - The traveler uses his/her approved leave for the vacation or personal part of the trip; and,
  - The District does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to it.

#### **Airfare:**

- Airline tickets (coach rate) may be purchased by using a district purchase order or district credit card via the fiscal department.
- The District will cover luggage up to one checked bag per person, not to exceed the weight limit for additional luggage charges.
  - The District will not cover the cost of any excess checked in luggage and/or overweight items.

#### **Personal Vehicle Use:**

- When the District has a District Motor Pool established, it is expected that employees access a district vehicle for travel. The Superintendent may approve other vehicle options on the Pre-Approval Travel Form.
- When a District Motor Pool vehicle is unavailable, the employee may be asked to rent a vehicle or be granted permission to use their own vehicle by the Superintendent.
  - The Superintendent may approve reimbursement for the use of a personal vehicle by 1) a fuel receipt, or 2) the current federal rate for mileage reimbursement.
- Employees operating a private vehicle for district business shall:
  - Obtain authorization from the Superintendent prior to the trip on the District's Pre Approval for Non-Local Travel Request Form;
  - Be in possession of valid driver's license;
  - Have vehicle liability insurance; and,
  - Carry an insurance identification card while driving a vehicle, verifying they have a valid vehicle liability insurance policy.
- When two or more persons are attending the same conference, plans should be made to use the minimum number of vehicles necessary to transport persons, presentation materials, and luggage.
- In situations where vehicle use cost exceeds the cost of airline travel plus a rental car, the District shall reimburse the lower cost of the two.

#### **Rental Vehicles:**

- Every effort should be taken to minimize the number of rental cars when employees are traveling to the same location. When only one employee is traveling, the car size is limited to mid-sized class; exceptions must be documented as to business purpose and approved in advance by the supervisor.

- Purchasing upgrades on vehicles with District funds and purchasing additional insurance for the rental car are strictly prohibited. Fuel should be purchased at the most economical means to the District.

### **Miscellaneous Expenses:**

An employee of the District traveling on official district business is expected to exercise the same care in incurring expenses and accomplishing the purpose of the travel that a prudent individual would exercise if traveling on personal business. Excess costs, indirect routes, delays, or luxury accommodations considered unnecessary or unjustified in the performance of official district business travel are not acceptable.

Employees shall be responsible for any additional expenses incurred for personal preference or convenience, except in cases to comply with the Americans with Disabilities Act (ADA).

- A receipt will be required for reimbursement of all approved miscellaneous expenses.
- If the traveler does not have a required receipt, one of the following processes must be followed:
  - Obtain a duplicate original receipt.
  - Provide a written statement, signed by the traveler, which includes information on the type of expense, the date, the vendor, line item amounts and an explanation of what happened to the receipt (missing, lost, never issued, etc.).
- **Miscellaneous expenses may include:**
  - Parking fees
  - Taxi and shuttle fares
    - A tip, not to exceed eighteen percent (18%) is reimbursable for taxi fares and shuttles.
  - Tolls for ferries, bridges and tunnels
  - Materials or supplies related to a conference or workshop.
- **Non-reimbursable expenses:**
  - Alcoholic beverages
  - Entertainment expenses
  - Taxi fares or other transportation costs to or from the place of entertainment and other non-district business locations
  - Traffic ticket and parking ticket expenses
  - Costs of personal trip insurance
  - Excessive personal telephone calls (not to exceed \$5 per day)
  - Tips or gratuities associated with the personal expenses listed here
  - Out-of-pocket charges for vehicle service calls caused by the negligence of the traveler (i.e. delivery of fuel, retrieval of keys from locked vehicle, jump starting vehicles when lights have been left on, traffic or parking citations/fines, etc.)

When an employee's travel expenses are to be reimbursed to the District by an outside entity, the District travel policy and procedures shall apply.

### **Travel Advance:**

- The District shall provide for the advancement of funds as to cover certain anticipated travel expenses.



- A travel advance may be issued for meals per diem allowance.
- Reimbursement will be made upon employee's return and submittal of the Out-Of-District (Advance) Travel Form for certain miscellaneous expenses such as taxi fares, parking, and shuttle fees, when a District purchase order will not be accepted.
- Advances are prohibited if prior travel reimbursements are outstanding.
- No travel advance check will be issued for airfare or any expenses prepaid with an employee's personal credit/debit card; and no advance check will be issued when personal vehicle mileage is the only anticipated travel expense.
- RCW 42.24.150 requires travel advances are reconciled within fifteen (15) days after completion of travel and all unexpended advance funds to be returned. (The District requires the form to be returned within ten calendar days to reduce the length of time for lost paperwork.) Further, RCW 42.24.140 states the School District shall have a prior lien against and a right to withhold any and all funds payable to an employee to whom an advance has been given, up to the amount of such advance, and interest at the rate of 10 percent per annum until such time as repayment or justification has been made. IRS requirements state that if a travel advance is not reconciled and any unexpended amount returned to the District within 120 days, the District is to consider the advance as income and withhold applicable payroll taxes from the employee's next monthly earnings.

#### Claims for Reimbursement:

- Claims for reimbursement of travel expenses shall be submitted on a district Out-Of-District (Advance) Travel Form.
- The per diem meal allowance total must be listed for each day of travel. Transportation and other miscellaneous expenses must be itemized and listed for each day in the appropriate categories on the claim form.
- All non-local area travel reimbursement claims shall be submitted within ten (10) calendar days of returning to the District. Receipts for individual hotel bills, travel receipts and registrations fees must be attached to this form for reimbursement.

#### Reimbursable Expenses

Meals: (for trips in excess of 30 miles one-way)	Reasonable rates	No receipt
Taxi, Parking, Toll	Receipt preferred	

**Date: December 2022**