

Reimbursement for Travel Expenses

Travel Request

Travel requests must be approved by the staff member's immediate supervisor prior to submission to the superintendent. Out-of-district travel must 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 tenth of the month if payment is expected for that month.

Each claim for reimbursement must be accompanied by receipts (if required) and is to be made on the "Claim for Expenses" form provided by the District Office.

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.

Guidelines For Meal Reimbursement

1. Three Hour Rule: Employee must be in travel status for more than 3 hours. Meal reimbursement may not be claimed for travel status of 3 hours or less. The employee may not stop for a meal just to meet the three-hour rule.
2. In travel status during the entire meal period: Employee must be in travel status during the entire agency-determined meal period in order to claim reimbursement for a meal.
3. Meals are not eligible for reimbursement if meals are furnished.
4. If the travel is not overnight, the meal reimbursement amount is taxable.

Meal period determined locally: (maximum reimbursement 3 meals per day)

Breakfast	6:00 a.m. – 8:00 a.m.
Lunch	11:00 a.m. – 2:00 p.m.
Dinner	4:00 p.m. – 6:00 p.m.
Late Meal	9:00 p.m. – 11:00 p.m.

Guidelines For Meal Reimbursement (Cont'd)

Examples: Trip

- 6:00 a.m. – 3:00 p.m. (breakfast & lunch)
- 6:00 a.m. – 1:30 p.m. (breakfast only)
- 7:00 a.m. – 2:00 p.m. (lunch only)
- 8:00 a.m. – 5:00 p.m. (lunch only)
- 6:00 a.m. – 6:00 p.m. (breakfast, lunch, dinner)
- 1:00 p.m. – 11:00 p.m. (dinner & late meal)

Reimbursable Expenses

Lodging	Reasonable rates	Itemized receipt required
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Meals

- In State: current Washington State reimbursement rate.
- Out of State: reimbursement rate per US General Services Administration

When using a grant that reimburses larger amounts, the meal reimbursement to be what the grant authorizes.

Airline, Train, Bus Fare	Tourist rate	Cancelled ticket serves as receipt
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Taxi, Parking, Toll	Receipt preferred
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Mileage — personal car	<p>Inside the district: Reimbursement allowed only when approved in advance by the staff member's supervisor. When travel is a necessary part of performing one's work, the staff member may receive blanket approval for the year.</p> <p>Outside the District: Reimbursement allowed only in connection with an approved travel request and when there is evidence that a district vehicle was not available for use on the day of travel. Reimbursement shall be at the rate paid to state staff.</p>
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A. **Hotel and Motel Expenses:** Hotel or motel charges are to be billed directly to the district, if possible, or by use of a District Credit Card, receipts required.

B. **Airline Tickets:** A district credit card should be used for all airline tickets.

Travel Advances

- A. A written request for a travel advance must be submitted to the district fiscal officer.
- B. Travel advance requests are to be for overnight trips only.
- C. Travel advances are paid in the form of a check payable to the officer or staff member.

- D. A statement of expense must be submitted to the district fiscal officer within five business days following completion of the travel. If the actual expenses are less than travel advance, the staff members shall reimburse the district for the difference.
- E. The Advance Travel Revolving Fund should not be used for payment of airline tickets, pre-registration fees or for reimbursements to staff or officers for travel expenses already incurred.

Nonreimbursable Expenses

The following expenses are not reimbursable:

- A. Alcoholic beverages, meals or snacks other than regular meals.
- B. Personal telephone calls, postage, and memberships.
- 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.
- G. Expenses incurred by non-employees traveling with the staff member, including room surcharges.

Note: Items 1,2,3,4 under Guidelines For Reimbursement come from the Office of Financial Management, State Administrative and Accounting Manual

KETTLE FALLS SCHOOL DISTRICT NO. 212

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