

Section: **MANAGEMENT SUPPORT**

Procedure Title: **Travel Expenses**

During the course of conducting school district business or attending conferences, staff will be awarded per diem meal rate. This rate corresponds to the Office of financial management Rate for locations in the State of Washington and the U.S. General Services Administration meal per diem rate for locations outside the State of Washington. Meals included as part of the conference must be deducted from your daily per diem total each day. The first and last day will be awarded at 75% of the per diem rate. Reimbursement can only be allotted when an overnight stay is involved. Meals may be reimbursed on a receipt basis, provided the amounts of the receipts do not exceed the per diem rate. Taxable meals will be handled through payroll.

- A conference agenda must be turned into the Business Office showing any meals provided as part of the conference when payment is requested. No receipts will need to be turned in when you return.
- You may apply for advance travel prior to leaving for a trip or you may wait until returning from the trip to apply for travel reimbursement. If there are special circumstances, please contact the Business Office.
- In order to save money, conference participants should always carpool and look for hotel shuttles or taxis as opposed to renting a car.

I. Reimbursable Expenses

Lodging	Reasonable rates	Itemized receipt required
Meals	OFM/GSA Per Diem Rate	No receipt required
Airline, Train, Bus Fare	Tourist rate	Cancelled ticket serves as Receipt
Taxi, Parking, Toll		Receipt required
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, unless a lesser amount is requested by the employee.</p>	

Reimbursement shall be at the IRS rate.

A. Hotel and Motel Expenses: Individual receipts are required from each staff member who obtains reimbursement from the district.

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

B. Taxi, Uber, Lyft: Individual receipts are required from each staff member who obtains reimbursement from 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 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.
- H. Transportation to and from a hotel or conference to get meals.
- I. Transportation for participation in non-conference related activities.
- J. Rentable means of transportation; i.e. bicycles, scooters, etc.
- K. Transportation between a hotel and conference location **UNLESS** the hotel does not provide a shuttle **AND** the distance between the two locations is greater than 1 mile.

Adopted: January 26, 2009
Revised: March 22, 2010
Revised: Board Communication, May 17, 2019