

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.

Reimbursement for travel expenses shall be made pursuant to the Federal internal revenue code and internal revenue service regulations.

District employees shall use the district's automobile(s) when it's available. If an employee chooses not to use the district automobile(s) when it's available, they will not be reimbursed for mileage. It is the employee's responsibility to check for automobile availability.

Legal References:

RCW	28A.320.050	Reimbursement of expenses of directors, Superintendents, other school representatives, and Superintendent Candidates-- Advancing anticipated
	42.24.90	Municipal corporations and political Subdivisions—Reimbursement claims by officers and employees – Detailed account-- Travel allowances and allowances in lieu of actual expenses-Certification--Forms

Ch. 3, sec. 4, Page 1 School Accounting Manuel

Management Resources:

<i>Policy News</i> , April 2005	Credit Card Policy Updated
<i>Policy News</i> , December 1999	IRS rules impact travel reimbursement

Revised Adoption Date: January 19, 2006
Adoption Date: January 18, 2005
College Place School District No. 250