



## Financial Management - Series 7000 Reimbursement for Travel Expenses - 7335P

Any employee who is authorized to travel at district expense is expected to obtain prior approval, keep costs as reasonable as possible, and comply with the following procedures. All requests for reimbursement shall be submitted on a Travel Expense Claim form with the appropriate receipts attached.

Out of state travel will be approved with the following provisions:

- Professional development funds may be used for out of state travel, if the travel is directly connected to professional development that is offered only out of state and directly supports District mission, goals, and initiatives. Requests will be reviewed by both building and District level administrators.
- Out of state travel for students, with district staff as chaperones, will be limited to programs that are totally self-supporting, using private funds or fundraising for all costs to students and adults.
- For programs receiving essential and/or enhanced state or federal funding for the purpose of required student leadership activities outside of the school day, such funding may be used to pay for chaperones required to supervise students who have competed and qualified for regional or national competitions which occur outside of the state of Washington.

1. **Travel Requests** - Travel Authorization Request forms must have prior approval by the employee's immediate supervisor. The immediate supervisor will determine whether the travel, workshop, or conference relates to that staff member's individual job goals or professional responsibilities, or to the building or district goals. After approving a travel request, the immediate supervisor shall submit the Travel Authorization form to the appropriate budget administrator if the budget administrator is different from the immediate supervisor. Travel outside Washington State requires prior approval of the Board. Locations within 15 miles of the Washington State border are not subject to the board approval requirement.

2. **Reimbursement for Use of Private Vehicles** - Employees, such as itinerant staff, required to use their private vehicle for in-district travel may receive blanket approval for the school year. Mileage claims shall be submitted monthly and shall include dates of travel, starting and ending points, and mileage. When more than one employee is attending the same activity, reimbursement will be provided for only one vehicle unless schedule differences make sharing transportation impractical. When private vehicles are used for travel and standard airfare is less costly than mileage (including travel to and from airports), airfare will be paid in lieu of private vehicle mileage. Mileage will be reimbursed at the rate established by the Internal Revenue Service.

3. **Reimbursement for Lodging** - Reimbursement for lodging will be made to individuals, when verified by an itemized hotel or motel receipt, at the single room rate. If two or more employees share a room, each employee shall submit a copy of the receipt identifying their share of the cost. Additional charges for an employee's spouse, personal telephone calls, and other charges will not be reimbursed.

4. **Reimbursement for Meals** - Meal charges will be reimbursed when the employee is required to be away from the district for an overnight stay. Meal charges will be reimbursed at the per diem rate identified on the [www.gsa.gov](http://www.gsa.gov) website.

5. **Registration Fees** - Receipts are required for registration fees when paid directly by the claimant. Costs of entertainment, even though offered as an option in the registration, are not reimbursable.

6. **Airfare** – Prior to ticket purchase, the employee must complete and receive approval on the Travel Authorization form. If travel is out of state, board approval is also required. To qualify for reimbursement the employee must meet the following guidelines.

- a) Travel should be booked at least three weeks in advance of travel date.
- b) Cost cannot exceed the amount approved on the approved Travel Authorization form.
- c) Coach fares are the maximum rates allowable for reimbursement.
- d) To ensure prudent use of district resources the employee must make every effort to secure the lowest possible fare. The employee must book early, check multiple airlines for competitive rates, and travel during off peak hours and days whenever possible.
- e) A copy of approved travel authorization form, itinerary and proof of payment is required for reimbursement.
- f) Reimbursements should be requested within 30 days of travel and purchases from previous budget periods will not be allowed.
- g) Employees will not be reimbursed for airfare for other employees, students, chaperones or spouses.

## **7. Other Reimbursable Charges**

### **Receipts required:**

- a) Ferry, Airporter Shuttle or similar travel expenses
- b) One personal call home daily (non-emergency)

### **Receipts if available:**

Reasonable charges for parking, taxi & baggage assistance  
(\$2 per piece of luggage or a total cost of \$10 per trip)

## **8. Non-reimbursable Expenses**

- a) Alcoholic beverages
- b) Personal telephone calls, postage, and memberships
- c) Mileage to and from home for normal workdays
- d) Mileage for school levy promotions and other nonofficial school functions
- e) Entertainment
- f) Side trips
- g) Per diem meal allowances for meals which are included in the registration fee
- h) Expenses for anyone other than claimant