

## **Reimbursement for Travel Expenses Procedures**

### ***Travel Request***

Travel requests must be approved by the staff member's immediate supervisor prior to the proposed travel.

### ***Reimbursement of Claims***

Each individual shall pay his or her bills unless paid by a purchase order. Expenditure claims must be submitted to the district business office at least 4 days prior to the regular board meeting.

A mileage report is to be submitted each month along with a signed expense claim, for reimbursement of mileage in a personal vehicle. The report must show the point of departure and each destination. The claim must be approved by building principal or supervisor. Carpooling is a district expectation for mileage reimbursement when multiple employees are attending the same meeting/event.

### ***Reimbursable Expenses***

1. Lodging – reasonable rates. Itemized receipt required. Individual receipts are required from each staff member who obtains reimbursement from the district. When two or more employees are attending the same meeting, they should share a room whenever deemed appropriate by the supervisor to minimize expenses.
2. Meals per diem will be paid when traveling on approved district business during normal meal times whenever the meal is not otherwise provided. Employees must be in a travel status at 6:30 AM, 12:00 PM, and 6:30 PM to be eligible for breakfast, lunch, and dinner respectively. Meal per diem will be **\$17.00** for breakfast, **\$18.00** for lunch, and **\$34.00** for dinner. When the per diem rate for state counties exceeds these rates the District will reimburse at the higher rate. To receive the higher rate, specify the destination county on your reimbursement request. The meal allowance includes tax and gratuity. Itemized receipts are required. Meals on non-overnight claims are considered taxable and will be included in your paycheck (per IRS and State of Washington).
3. Airline, Train, Bus Fare – tourist rate. Canceled tickets serve as receipt. Airline tickets may be charged to the district through a travel agency.
4. Transportation expenses such as parking, bus, taxi, ferry, expressway and bridge tolls will be reimbursed at cost if a receipt is provided.
5. Mileage personal car

- a. 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.
- b. Outside the district: Reimbursement allowed only when there is evidence that a district vehicle was not available for use on the day of travel. Reimbursement shall be at the IRS established rate per mile. District credit cards may not be used for purchasing gasoline in personal vehicles.

***Non-reimbursable Expenses***

The following expenses are not reimbursable:

1. Alcoholic beverages.
2. Personal telephone calls, postage, and memberships.
3. Mileage to and from home.
4. Mileage for school levy promotions and other nonofficial school functions.
5. Entertainment.

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