

## MANAGEMENT SUPPORT

### 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-State travel must be approved by the superintendent or designee.

The travel request must show meals, lodging, transportation, registration and any other estimated expenses for which reimbursement will be requested upon completion of travel and the budget category to which reimbursement is to be charged.

#### Reimbursement of Claims

Claims must be submitted to the district business office within 10 days of return from travel and include a copy of conference/workshop agenda

Claims are only for the expenses of the individual to whom the payment will be made. In order to comply with state law and requirements of the State Auditor's Office for adequate details on travel expense claims for travel outside the district, all claims for reimbursement must include the following information and must have itemized receipts attached (if applicable).

1. Claimant's name, address, building in which assigned and the expenditure code the travel is to be charged;
2. The claim must detail the date, location and purpose of the trip and itemize all legitimate expenses for which claim is made;
3. Reimbursement may be made for special travel including international travel, at a rate not to exceed Federal per diem travel guidelines.
4. With itemized receipts, the district will reimburse travel expenses for the following when a district credit card is not available for use:
  - a. Conference registration and fees. Organizational dues are not reimbursable as a travel expense.
  - b. Overnight accommodations: Employees will be reimbursed for reasonable lodging expenses with individual itemized receipts. Employees are encouraged to share a room when possible.
  - c. Ferry fares: Fares may be paid by the driver for passengers, in which case names of passengers must be listed on the travel claim.
  - d. Other means of transportation, i.e.: airplane, train, bus, taxi, etc. If an employee travels first class, the employee will not be reimbursed.
  - e. Automobile parking and storage charges. If an employee uses valet parking the employee will not be reimbursed.
5. The District will reimburse for meals only while on overnight status not included in

conference registration at the rates established by Washington State for in state travel and Federal Per Diem Rates for out of state travel. No receipts required. Over Night Status is defined as being out of Jefferson County and not reasonably/safely able to return home on same day of travel. .

Meal reimbursements NOT resulting from a required overnight stay is considered taxable income by the IRS and will be paid through payroll at the end of each month.

6. Out of District travel will be reimbursed for mileage ONLY when a district vehicle is not available and allowed only in connection with an approved travel request. Reimbursement will be charged at the current Federal Rate per mile and made pursuant to the Federal Internal Revenue Code and Internal Revenue Service regulations for use of a personal vehicle for travel within and outside the District. Copy of GoogleMaps or similar to show mileage must be attached to reimbursement requests. The District will not reimburse the expenses of more than one car traveling to any one location for the same meeting, unless those traveling number more than one carload or approval is granted due to scheduling conflicts which do not permit traveling together.

Inside the District travel, reimbursement is 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. 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.

#### Non-reimbursable Expenses

The following expenses are not reimbursable:

- A. Alcoholic beverages.
- B. Meals or snacks other than regular meals.
- C. Personal telephone calls, postage, and memberships.
- D. Mileage to and from home.
- E. Mileage for school levy promotions and other non-official school functions.
- F. Entertainment.
- G. 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.
- H. Expenses incurred by non-employees traveling with the staff member, including room surcharges.
- I. Expenses incurred to upgrade rooms.

**Date: 11/13/78; 2/26/87; 6/19/00; 11/24/03; 4/23/12; 6/21/18; 10/19/23.**