

Reimbursement for Travel Expenses

Travel Authorization

Travel authorizations must be approved by the staff member's immediate supervisor prior to submission to the superintendent. In addition, overnight or out-of-district travel must be approved by the superintendent and the school board; these requests must be submitted to the district administrative secretary 10 days prior to the regular board meeting.

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

Certified claims must be submitted to the district accounts payable specialist on or before the 10th day following each month in which the expense was incurred, when a staff member does not receive a Travel Advance.

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, destination and business purpose.

An itemized statement of expenses is to be submitted for each trip for which reimbursement is being requested.

Reimbursable Expenses

Lodging	Actual Cost	Itemized Receipt Required
Meals	Actual Cost	Itemized Receipt Required
	OFM Per Diem Rates	No Receipts Required
Airline	Actual Cost	Itemized Receipt Required
Taxi, Parking, Toll, Train, Bus Fare	Actual Cost	Itemized Receipt Required
Mileage – Privately Owned Vehicle	GSA Privately Owned Vehicle Mileage Reimbursement Rates	Mileage Map Required

- A. **Lodging Expenses:** Reimbursement is allowed for lodging expenses when the destination is located more than fifty miles of the closer of either the district or the staff member's residence. Reimbursable lodging expenses include the basic commercial lodging cost and any applicable sales taxes and/or hotel/motel taxes on that amount. Individual room receipts are required from each staff member who obtains reimbursement from the district. When two or more people share a room, the room will be registered to all of the occupants. Each person will obtain and pay a bill for the share of the room charge when possible. If the hotel or motel will not provide that service, the person paying the bill and requesting reimbursement will note on the receipt all other staff members who shared the room.

B. **Meal Expenses:** Reimbursement will be at the OFM Per Diem Rates or actual itemized receipts.

- **Meal Periods:** The staff member must be in travel status during the entire meal period to be entitled to a meal.

Breakfast 7:00am – 9:00am

Lunch 11:00am – 1:00pm

Dinner 5:00pm – 7:00pm

- **Overnight Travel:** The meal periods are used to determine when a staff member is entitled to a meal. For a staff member to qualify for all three meals on the day of departure the staff member must leave three hours prior to the start of their shift. On the day of return the staff member must return three hours after the end of their shift.
- **Non-Overnight Travel:** The following three criteria must be met to receive a meal allowance:
 1. **Three Hour Rule:** A staff member may be reimbursed for meal expenses only when the staff member is in travel status for the staff member's entire regularly scheduled working hours plus an additional three hours. The three hours may consist of hours occurring before, after, or a combination of both before and after the staff member's regularly scheduled working hours for the day.
 2. **In travel status during the entire meal period:** Staff members must be in travel status during the entire meal period(s) in order to qualify to collect meal payments for meal(s). The staff member may not stop for a meal just to meet the three-hour rule.
 3. **Business must be conducted during the meal and the meals must be served at the business site.**

C. **Airline Tickets:** Receipts for airline tickets will be reimbursed by the district.

D. **Mileage Expenses:** Whenever it is feasible for two or more persons to travel on official state business in one vehicle, they are to do so. Reimbursement for the use of a privately owned motor vehicle is payable to only one traveler when two or more travelers are traveling in the same motor vehicle on the same trip.

- **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. Reimbursement will be at the District Rate.
- **Outside the District:** Reimbursement allowed only in connection with an approved travel request. Reimbursement will be at District Rate. When there is evidence that a district vehicle was not available for use on the day of travel, the reimbursement will be at the IRS Rate.

- District Rate: The GSA Privately Owned Vehicle Mileage Reimbursement Rate when a government automobile is available.

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, valet services, fines while operating a vehicle;
- 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; and
- G. Expenses incurred by non-employees traveling with the staff member, including room surcharges.

Travel Advances

- A. A written request for a travel advance must be submitted to the district administrative secretary 10 days prior to the trip. The request must be based on **estimated** reimbursable expenses while traveling on business. For a travel advance to be issued the request must be at least \$100.
- B. Travel advances are paid in the form of a check payable to the staff member.
- C. A fully itemized statement of expense must be submitted to the district administrative secretary or designee within 15 days following completion of the travel. If the actual expenses are less than travel advance, the staff members will reimburse the district for the difference.
- D. Any travel advance or any portion not repaid or accounted for in the time and manner specified, shall be deducted from the employee's payroll check and bear interest at the rate of ten percent per annum from the date of default until paid or accounted for.
- E. The Advance Travel Revolving Fund should not be used for payment of airline tickets, personal automobile, pre-registration fees or for reimbursements to staff or officers for travel expenses already incurred.

Legal References

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| • Federal Travel Regulation | Chapters 300-304 |
| • Internal Revenue Service Publication 5137 | Chapters 9-14 |
| • State Administrative & Accounting Manual | Chapter 10 |
| • Revised Code of Washington | Title 42.24.090, 42.24.120 - 160 |

