

Policy No. 5341
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REIMBURSEMENT OF TRAVEL AND EXPENSES

In order to keep abreast with the dynamics of the educational business, a travel policy which will permit members of the professional and operational staff to attend meetings, conferences, and conventions shall be implemented.

All in-state travel requires approval by the Superintendent subject to the amount of money available in travel categories in the final budget. For approval purposes, Portland, OR, will be considered an "in-state" location to which travel shall be approved by the Superintendent.

All staff out-of-state travel requests must be submitted by the Superintendent to the Board of Directors for approval. Submissions shall be made on a schedule established by the Superintendent.

For approved travel to conferences, conventions, and meetings, the staff and Board may receive an advance for travel expenses from the advance travel fund. Direct billing of the District and payment for authorized lodging, registrations, and subsistence costs of the staff and Board may be made using normal District procurement procedures.

When engaged in the conduct of school business and when the activity has received prior approval from the Superintendent or designee, employees of the District shall be reimbursed at the mileage rate established by the State of Washington when they are required to use their own vehicle.

Reimbursement for travel expenses shall be made pursuant to the Federal Internal Revenue Code and Internal Revenue Service regulations.



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Meals and Incidental Expenses (M&IE)

The following table shows the breakdown of breakfast, lunch, and dinner components of the maximum daily reimbursement (per diem) rates for meals and incidental expenses while on travel. **The M&IE rates differ by travel location. View the per diem rate for your primary destination to determine which M&IE rates apply.** Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government.

NOTE: You must view the [per diem rate](#) for your primary destination to determine which M&IE rates apply.

The M&IE rates differ by travel location. View the per diem rate for your primary destination to determine which M&IE rates apply.						
M&IE Total	\$39	\$44	\$49	\$54	\$59	\$64
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	18	21	24	26	29	31
Incidentals	3	3	3	3	3	3

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CONTACTS

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REFERENCE

[Federal Travel Regulation \(FTR\)](#)

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U.S. General Services Administration

Domestic Perdiem Rates

Washington - FY 09

(October 1, 2008 through September 30, 2009)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

NOTE: If neither the city nor the county is listed, the location is a standard CONUS destination with a rate of \$70.00 for lodging and \$39.00 for meals and incidental expenses (M&IE).

State Tax Rates & Exemption Forms

Properties at Per Diem (FedRooms)

Primary Destination (1)	County (2, 3)	Max Lodging (exc. taxes)	+	M&IE Rate	=	Max Per Diem Rate (4)	First & Last Day (75% of M&IE)
Anacortes / Camano Island / Coupeville / Mount Vernon / La Conner / Burlington / Friday Harbor / Oak Harbor (October 1 - May 31)	Skagit, Island, San Juan	84		59		143	44.25
Anacortes / Camano Island / Coupeville / Mount Vernon / La Conner / Burlington / Friday Harbor / Oak Harbor (June 1 - August 31)	Skagit, Island, San Juan	94		59		153	44.25
Anacortes / Camano Island / Coupeville / Mount Vernon / La Conner / Burlington / Friday Harbor / Oak Harbor (September 1 - September 30)	Skagit, Island, San Juan	84		59		143	44.25
Bremerton	Kitsap	83		59		142	44.25
Everett / Lynnwood	Snohomish	99		54		153	40.5
Ocean Shores (October 1 - June 30)	Grays Harbor	86		44		130	33.0
Ocean Shores (July 1 - August 31)	Grays Harbor	109		44		153	33.0
Ocean Shores (September 1 - September 30)	Grays Harbor	86		44		130	33.0
Olympia / Tumwater	Thurston	86		49		135	36.75
Port Angeles / Port Townsend (October 1 - June 30)	Clallam and Jefferson	92		59		151	44.25
Port Angeles / Port Townsend (July 1 - August 31)	Clallam and Jefferson	129		59		188	44.25
Port Angeles / Port Townsend (September 1 - September 30)	Clallam and Jefferson	92		59		151	44.25
Seattle	King	158		64		222	48.0

Spokane	Spokane	83	49	132	36.75
Tacoma	Pierce	118	59	177	44.25
Vancouver	Clark, Cowlitz and Skamania	120	49	169	36.75