

## **REIMBURSEMENT OF TRAVEL 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.

The actual and necessary expenses of a director, administrator, staff member or designate of the district incurred in the course of performing services for the district, whether within or outside of the district, may be reimbursed in accordance with the approval and reimbursement procedures of the district. For purposes of this policy, travel expense includes amounts paid for use of personal automobiles, other transportation, and actual expenses or reimbursement in lieu of actual expenses for meals, lodging and related items that are necessary while in the conduct of official business of the district. A staff member or district officer may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

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

Legal References: RCW 28A.320.050

42.24.090

Ch. 3, Sec. 4, Page 1

Reimbursement of expenses of directors, superintendents, other school representatives, and superintendent candidates — Advancing anticipated Municipal corporations and political subdivisions — Reimbursement claims by officers and employees — Detailed account — Travel allowances and allowances in lieu of actual expenses — Certification — Forms  
School Accounting Manual

Management Resources:

*Policy News*, April 2005  
*Policy News*, December 1999

Credit Card Policy Updated  
IRS rules impact travel reimbursement