

**SNOQUALMIE VALLEY SCHOOL DISTRICT #410**  
**DISTRICT BUSINESS/TRAVEL REQUEST**  
**OVERNIGHT OR OUT-OF-STATE TRAVEL AUTHORIZATION REQUEST**  
*PRIOR APPROVAL IS REQUIRED*

**Employee's Request:**

Name: _____ School/Dept: _____ Position: _____			
Name of Conference/Workshop/Other: _____			
City & State: _____, _____			
Purpose/Educational Benefit:			
Other Staff Attending: _____		# of Chaperons: _____	# of Students: _____
Departure Date: _____		Departure Time: _____	Return Date: _____ Return Time: _____
Substitute Required:	Yes	No	Dates: _____
	Full Day	Half Day	# of Days: _____
Mode of Travel:	Air	Private Car	District Car
	Specify any special conditions or expectations relating to request: _____		
_____			
_____			

ITEM	ESTIMATE AMOUNT REQUESTED	METHOD OF PAYMENT	ACCT. CODE TO CHARGE
Registration			
Lodging			
Transportation			
Mileage*			
Other Expenses (Parking, Fares, Taxi, etc.)			
Substitute Cost**			
Meals Per Diem***			

*\*Use current IRS mileage rate to compute cost of mileage of using personal vehicle.*

*\*\*Use current daily rate of pay for substitutes.*

*\*\*\*Do not claim Per Diem rate if the meals are included in the registration fee. Receipts are not required if claiming Per Diem. ASB travel requires detailed receipts and ASN Student Body Approval.*

Requester's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Required Authorization:**

Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_

**Board Approval Needed for Out-of-State & Out-of-Country Travel:**

Board Secretary Approval: \_\_\_\_\_ Date \_\_\_\_\_

## **Approval**

The person with budget responsibility will approve travel. Approval is required prior to making arrangements for non-routine travel (meals, lodging, registration, substitutes, and other expenses). Routine Daily Travel does not require prior approval. Routine daily travel, mileage, non-taxable meals and other expenses (parking, tolls) which are incurred in performance of employment-required duties, is reimbursable. Mileage to and from work will not be reimbursed. Overnight, out-of-state, and other travel requires prior administrative approval. Out-of-country travel requires prior Board approval. Approval must be obtained using this Overnight or Out-of-State Travel Authorization Request Form, (6213). This form must be kept on file by the administrator authorizing the travel for three (3) years.

## **Travel Limitations**

All travel shall be limited by budgetary appropriations. If it is known in advance of departure that there may not be money to reimburse an employee, he/she may be required to personally underwrite all or part of his/her travel expenses as a condition for authorization to travel.

## **Expense Claims**

Claims for travel expense reimbursement must be filed with the supervisor and the person exercising budget approval on the Travel and Expense Reimbursement Claim Form, accompanied by required receipts after the event (which will then be forwarded to Business Services for processing).

## **Lodging**

Reimbursement for lodging is limited to the reasonable actual costs. Lodging rates approved will be at the GAO guidelines (see district web for link), (6213P); conference rates are preferred. Detailed receipts are required. District purchase orders can be used where applicable.

## **Registration**

Registration for conferences and workshops may be prepaid by the district if the travel has been approved. If claiming reimbursement for employee paid registration, detailed receipts are required with registration form. District Purchase Orders are preferred

## **Meals for Overnight Travel**

Meals must qualify as non-taxable by the Internal Revenue Service under one of the following:

- Meals shall be reimbursed on the per diem allowance in effect at the time of travel. Receipts are not required. A copy of the conference registration is required.
- Meals provided as part of the registration/activity should not be claimed for reimbursement. See <https://www.svsd410.org/Page/1987> for IRS per diem amounts, based on location, in order to calculate amounts for breakfast, lunch, dinner, etc.
- Per Diem allowance is based on per meal and includes tax and gratuity.

## **Miscellaneous Expenses**

- Purchase of Materials: Tapes, books, etc., purchased at a seminar/conference may be reimbursed with an approved detailed receipt.
- Receipts: Receipts are required for all miscellaneous expenses; day parking, transit fares, ferry fares, road tolls, taxi fares, and shuttle fares, etc.
- Gratuities: Gratuities, not exceeding customary percentages (not to exceed 15%), for baggage handling, hotel/motel services

## **Transportation**

- **Private Vehicle** – Reimbursement for private vehicle mileage will be at the rate allowed by the Internal Revenue Service. Employees attending a conference out of state may choose to drive their personal vehicle and can be reimbursed for the actual mileage, only if does not exceed the cost of an airline ticket.
- **Commercial** – Commercial travel (airlines, train or bus) should be at the lowest fare available or coach class. The employee may arrange for his/her own travel and secure reimbursement from the district provided prior approval has been secured. The Purchasing Department will, upon request, arrange for commercial transportation tickets. Expenses for Saturday night layover will be reimbursed in order to take advantage of a less expensive airfare provided the cost of the airfare is greater than the added night's stay.
- **Rental Car** – Employees may rent a car when it would be less costly than any other available means of commercial transportation. An economy or compact car is suggested. A detailed receipt is required. The district will not reimburse employee for additional insurance

## **Non-Reimbursed**

Meals not associated with an overnight stay or not served during a business meeting will not be reimbursed. Alcoholic beverages (including non-alcoholic beer and wine) are not reimbursable. Expenses for spouse, personal items, postage, or movie rentals will not be reimbursed. Expenses will not be reimbursed without required receipts. If a conference registration includes meals, i.e., banquet dinner, reimbursement for a dinner claimed for the same evening will not be honored. Lodging expenses for pre-departure night at the airport (in the case of an early flight) will not be reimbursed.

## **Travel Advance**

1. Travel advances for travel may be issued to employees upon approval of their travel requests. Such requests must be submitted to Business Services with appropriate signatures.
2. Travel advance checks to employees shall not be issued earlier than one week prior to departure.
3. A reconciliation of the advance received and detailed expense receipts must be made by the recipient of the advance to the Business Office within (5) calendar days of their return.