

**Operating Policy No. 6213
Management Support**

REIMBURSEMENT FOR TRAVEL EXPENSES

All Board and staff members of Puget Sound Educational Service District (PSESD) will be reimbursed commensurate with this policy with respect to travel, meals and per diem when on official business of the district.

Travel outside the PSESD service area excluding to Olympia but within Washington State must be approved in advance by the supervisor or his/her designee.

Requests for out-of-state travel, excluding Metro Portland, Oregon, will be evaluated for approval under the following criteria:

- An employee may travel out-of-state on district related business up to three (3) times per budget year without Superintendent approval.
- After the third trip, Superintendent approval is required in advance of out of state travel.

The actual expenses of PSESD Board members and Advisory Board members incurred in conjunction with the performance of their duties will be paid in accordance with Chapter 28A.310.160, RCW, as is herein after amended. The agency will incur no additional expenses when family members travel with Board members.

Reimbursement for travel expenses will be made pursuant to IRS regulations and the PSESD Operating Procedure, 6213P

Adopted: May 1983

Revised: August 1987

Revised August 1993

Revised: June 1996

Revised: July 2002

Revised: September 2010

Revised: November 2013

Relevant PSESD Board Governance Policy: EL 7, Financial Planning and Budgeting
EL 8, Financial Management

Cross References:

Legal References: RCW 43.03.050. 060
RCW 28A.310.320