

REIMBURSEMENT FOR TRAVEL EXPENSES PROCEDURE

Funds Availability

1. Supervisors are responsible for verifying the availability of travel funds before allowing expense to be incurred.
2. Out-of-State travel requests are to be evaluated for approval in accordance with Operating Policy No. 6213.
3. Employees and Board members shall submit claims for reimbursement on PSESD approved forms.

Official Station

1. Employee's official station, for purposes of travel reimbursement, is the headquarters office of Puget Sound Educational Service District unless the employee is assigned to a different location by the Superintendent.
2. A consultant's official station, for purposes of travel reimbursement, is understood to be the address specified in the contract unless otherwise designated. A consultant's geographical service area may be further defined, as appropriate, in the contract.

Limitations

1. Travel between home and the employee's official station is not reimbursed by the PSESD. This includes mileage, bridge, and ferry tolls.
2. Privately-owned vehicles are the standard mode of job-related travel. Reimbursement will be payable to only one of the persons traveling in the same automobile.
3. Reimbursement for use of private automobile shall not exceed the current Internal Revenue Service (IRS) rate per mile.
4. Reimbursement of private auto mileage shall be computed from the employee's assigned work station. When an employee travels directly from home to a location other than their official work station, reimbursing an employee for mileage less than or equal to their personal commute amount is not allowable.
5. Travel on other than a regular work day may be based on departure from residence, if appropriate.

6. Travel by commercial carrier must be approved in accordance with Operating Policy 6213.

Reimbursable Travel Expenses

1. Expenses necessary to the individual's job-related activities are reimbursable in accordance with this procedure. To be approved, expense claims are to be accompanied by proper receipts, except for meals, taxi fare and similar items where a receipt cannot be obtained.

2. Reimbursable expenses include but are not limited to:

- a. Official travel by railroad, airline, bus, rental vehicle or private automobile.
- b. Taxi fare, car rental, parking fees, and ferry and bridge tolls.
- c. Tips and gratuities up to 15% of service.
- d. Registration fees required in connection with attendance at conventions, conferences and official meetings.
- e. If the registration fee includes the cost of meals, appropriate deductions are to be made from the employee's allowable travel reimbursement amount.
- f. Rental of room which is used to transact official business.

3. Reimbursement

- a. Reimbursement is to occur only if travel hours exceed three hours above the employee's regularly scheduled working hours.
- b. Employees must be in travel status during their normal meal period(s) in order to qualify to collect subsistence for the meal(s).
- c. PSESD authorizes reimbursement for the cost of meals for inter-agency meetings or intra-agency meetings without regard to the three-hour threshold rule subject to the following: (1) Such reimbursement may only be made where the meals are scheduled as an integral part of an official proceeding or program related to PSESD business and the employee's job responsibility; and (2) The actual cost, not to exceed the per meal limits as established by state rates, may be reimbursed if the purpose of the meeting is expressly documented on the travel reimbursement form.

4. Non-reimbursable Travel Expenses

5. Certain travel expenses are considered as personal and are not essential to the transaction of official PSESD business. Non-reimbursable expenses include, but are not limited to:

- a. Laundry, valet service, entertainment expenses, radio or TV rental.
- b. Taxi fares, car rental or other transportation costs to places of entertainment and other similar facilities.
- c. Costs of personal trip insurance and medical and hospital services. Personal telephone calls of an employee. However, reasonable charges for brief personal telephone calls to the home of the employee are allowable. Subsistence cost for travel to a destination in advance of the necessary time for arrival.
- d. Subsistence costs for prolonging a stay beyond scheduled business/activity unless by staying over an additional day(s) results in a savings in air fare for PSESD.

6. Subsistence and Lodging - Per Diem

7. The reimbursement for meals and/or lodging expenses incurred on official business shall be on the basis established by the Office of Financial Management.

Example: A PSESD employee lives in Tacoma and their official work station is Renton. The commute mileage is 30 miles, each way. The employee must attend an early meeting at the Fife school district, so leaves their home and drives directly to Fife. Later, the employee leaves Fife for work in Puyallup. The employee ends the day by traveling from Puyallup back to home. Total mileage driven that day is 24 miles. The employee receives no mileage reimbursement for that day's travel because their personal commute is greater than work miles driven that day.

Example: An employee lives in Gig Harbor and drives from home to Fife for an all day meeting. The employee never goes to their regular work station in Renton that day. The distance from home to Fife is 15 miles. Bridge tolls are \$6. The distance from home to their regular work station is 32 miles. The employee will be reimbursed for zero miles based upon: $(15*2)-(32*2) = -34$. Since bridge tolls are part of the employee's home to work commute, the employee may not claim bridge tolls as a work related expense.

Example: An employee lives in Renton, then comes to their work station in Renton and later that day travels to Gig Harbor and back. Distance traveled from work station to Gig Harbor is 38 miles each way. Bridge toll is \$6. The employee will be reimbursed for 76 miles $(38*2)=76$ and for bridge tolls.

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