

## REIMBURSEMENT FOR TRAVEL EXPENSES

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. Travel expenses will be allowed in accordance with RCW 28A.320.050. Travel within the State of Washington and to Portland, Oregon, which shall be considered in-state, may be authorized by the Superintendent or his/her designee. Travel outside of the state requires prior Board approval.

For the purposes of this policy, travel expenses includes amount paid for the 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 services such as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

All travel requires prior approval by submitting a travel request form. Only expenses with prior approval will be reimbursed. Travel claims are required to be submitted to the Business Office no later than seven (7) business days after a traveler's return to the District. All items and services are subject to review and approval. Inappropriate charges will not be reimbursed.

If a staff member has incurred travel expenses and is eligible for reimbursement but elects not to be reimbursed, they must notate and sign the travel reimbursement form. This form must also be provided to Business Services no later than seven (7) business days after a traveler's return to the District.

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	Reimbursement of expenses of directors, superintendents, other school representatives, and superintendent candidates — Advancing anticipated
	42.24.090	Municipal corporations and political subdivisions — Reimbursement claims by officers and employees

Ch. 3, Sec. 10, Page 1

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