

Reimbursement for Travel Expenses

Travel Request

Travel requests for members of the board require approval of the board. Prior approval of the board or board president is preferred..

Staff travel requests must be approved by the staff member's immediate supervisor and appropriate budget manager prior to the travel date and prior to submission to the Business Office. Out-of-district travel must be approved by the superintendent or designee.

Travel requests must show meals, lodging, transportation, registration, and any other estimated expenses for which reimbursement shall be requested upon completion of travel and the budget category to which reimbursement is to be charged. Substitute costs should also be included on the travel request to ensure a more accurate budget estimate.

Travel arrangements for travel and lodging shall be validated through online services such as expedia.com or travelocity.com to ensure that we are receiving the best rates. In addition, the district is also allowed to use the State contract with Alaska Airlines to help reduce our Air Travel expenses.

In the event of a group traveling to the same conference, the appropriate budget manager will collect the Travel Request form from each staff member, make all of the travel arrangements and turn all the information in to the Business Office to do the necessary purchase orders.

Travel Expenses

The first preference is for staff to pay their own expenses and request reimbursement by completing the Travel Expense Claim form with itemized receipts attached within 10 business days of return.

Purchase Orders

Purchase orders may be issued for lodging. The district may pre-pay registration fees, airfares, or other forms of travel with either a purchase order or from the Revolving Fund. If a purchase order is used, a detailed receipt is still required as back-up documentation and the staff member upon return must complete a Travel Expense Claim form and attach ALL detailed receipts including any registration receipt received at the conference and/or the travel ticket stub.

Advanced Travel

In the event of financial hardship, staff may request Advanced Travel for an overnight, out-of-district trip. Request forms are available from the building principal or at the Business Office and must be completed at least 48 hours in advance of departure. The laws concerning settlement of the Advanced Travel allowance following return to the district are very strict and must be adhered to. A travel Expense Claim form with detailed receipts attached must be completed within 10 business days of return.

District Credit Card

The district credit card may be used to "hold" a room IF a purchase order is not accepted by the vendor, but staff is encouraged to pay for the room upon checkout and request reimbursement.. The district credit card is to be used as a last resort to pay for expenses. In the event the district credit card is used to pay for expenses, upon return, staff must complete a Travel Credit Card Expense Reconciliation form. Itemized receipts must be attached.

The School District shall have the right to withhold any and all funds payable to the claimant for any disallowed charges on the credit card or for any advanced travel not reconciled by staff within 10 business days of return.

Reimbursement of Claims

Claims are only for the expenses of the individual to whom the payment will be made. In order to comply with state law and requirements of the State Auditor's Office for adequate details on travel expense claims for travel outside the district, all claims for reimbursement must include the following information and must have itemized receipts attached.

1. Claimant's name, address, building in which assigned, and the expenditure code the travel is to be charged;
2. The claim must detail the date, location, and purpose of the trip and itemize all legitimate expenses for which claim is made;
3. Reimbursement may be made for special travel including international travel, at a rate not to exceed Federal per diem travel guidelines.
4. With itemized receipts, the district will reimburse travel expenses for the following:
 - a. Conference registration and fees: Organization dues are not reimbursable as a travel expense;
 - b. Overnight accommodations: Employees will be reimbursed for reasonable lodging expenses based on the State limits for in state travel or the current U.S. General Services Administration (GSA) limits for out of state travel, including lodging at a conference site. It is understood that the rate can be higher at the conference site than the State or GSA limit. However the State or GSA limits apply, except in the instance when staying at a hotel in the region but not on the conference site requires extra travel expenses such as parking, car rental or extra travel, and the total cost exceeds the rate of the conference site. In this instance, the conference site rate will be allowable with documentation of the total cost of the State or GSA rate and the extra travel expenses. When more than one person is traveling to the same location, the district encourages rooms to be shared if gender appropriate. If claimant(s) elect not to share a room, they will be responsible for the difference in the cost of a shared room verses a single room;
 - c. Meals not included in conference registration and fees: Meals are reimbursable as long as they follow within the Port Angeles School District Three Hour Meal Rule. The Three Hour Meal Rule is as follows: A traveler may be reimbursed for meal expenses only if the traveler is in travel status three hours beyond traveler's regularly scheduled working hours. The Three Hour Rule for a qualifying breakfast would apply if the traveler is in travel status three hours prior to their regularly scheduled start of day. The Three Hour Rule for a qualifying dinner would apply if the traveler is in travel status three hours after their regularly scheduled end of work day. The traveler may not stop for a meal just to meet the three-hour rule. With detailed receipts, reimbursement will be made up to the per diem maximums based on the current State or GSA limits.

Meal reimbursement NOT resulting from a required overnight stay is considered taxable income by the IRS and will be paid through payroll at the end of each month.
 - d. Reasonable gratuities are permitted as a reimbursable expense in addition to the cost of meals as well as for such services as baggage handling. Meal gratuities should be included on the meal receipt and listed with the meal on the claim form. Other gratuities should be listed as other expenditures;
 - e. Mileage reimbursement shall be based on the current Federal Rate per mile and made pursuant to the federal internal revenue code and internal revenue service regulations for use of a personal vehicle for travel within and outside the district. The district will not

reimburse the expenses of more than one car traveling to any one location for the same meeting unless those traveling number more than one carload or approval is granted due to scheduling conflicts which do not permit traveling together.

A mileage report is to be submitted each month for reimbursement of mileage in a personal vehicle inside the district unless a flat monthly rate is provided. The report must show each point of departure and destination and miles;

- f. Ferry fares: Fares may be paid by the driver for passengers, in which case names of passengers must be listed on the travel claim.
 - g. Other means of transportation, i.e., airplane, train, bus, taxi, etc. If an employee travels first class, the employee must pay the difference between “coach” and the first class ticket.
 - h. Automobile parking and storage charges.
- 4. When approved, travel claims must be channeled through the building principal or budget manager, who must sign and forward them to the Business Office; and
 - 5. Travel will be reimbursed in a timely manner