

POLICY NO. 3050
Adopted: 2-28-79
Amended: 7-23-86
Revised: 2-8-23

TRAVEL

POLICY:

The Lake Stevens School District, in pursuit of its goals and objectives, will authorize necessary and desirable travel within the scope of RCW 28A.320.050. Travel within the district, necessary to carry out day-to-day activities, and out of district travel, necessary to keep abreast of new developments in the field of education, will be approved within budget limitations.

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Adopted: 2-28-79
Amended: 7-23-86
Revised: 5-1-95
Revised: 9-05
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TRAVEL

PROCEDURES:

1. Authorization

1.1 Travel Within the District

Those employees whose regular daily activities require the use of their private vehicles to travel from one location to another within the district shall be eligible for mileage reimbursement. Only those distances given on the Travel Expense Voucher 3050F Mileage Chart will be used to compute reimbursements for travel from one location to another that are identified on the chart.

1.2 Travel Out of District Within 100 Miles

Travel out of district but within 100 miles one way by nonsupervisory personnel shall require prior approval by the immediate supervisor. Travel to be charged to a budget other than the immediate supervisor's requires additional prior approval by the individual responsible for that budget.

1.3 Travel Beyond a 100-mile Radius

Travel beyond a 100-mile radius requires prior approval of the Superintendent or designee and the completion and approval of the Workshop and Observation Request Form.

1.4 Travel Out of State

Travel out of state by all employees requires prior approval by the Secretary of the Board and completion and approval of the Workshop and Observation Request Form. The Secretary of the Board will inform board members of employees traveling out of state.

2. Travel Arrangements with a Public Carrier

2.1 Reservations

When travel is by public carrier, employees will be reimbursed for the most economical rate. The type of public carrier will be determined by the Superintendent or designee. In most cases, automobiles will be used for travel up to 250 miles and airfare for greater distances. Employees wishing to travel at rates higher than the most economical rate will pay the difference in price. The employee will make their reservations online using a district credit card. A district credit card can be obtained with the assistance of the Business Office or a department's Office Professional.

2.2 Securing Tickets

Prepare a requisition in the regular manner with all the required authorizations and budget approval. Attach the requisition to the receipt of the tickets and submit to the department's Office Professional or the Business Office.

3. Reimbursement of Travel Expenditures

3.1 Car Rental/Rideshare

Unless purchased using a district travel credit card, traveler will be reimbursed for economy class rental unless a higher class or larger vehicle is approved by the Superintendent or designee. Fuel for the rental car will also be reimbursed.

Rideshares will not be reimbursed for personal matters.

3.2 Mileage

Travel between employee's home and school location is not reimbursable. All authorized travel by private vehicle will be reimbursed at the rate per mile as established by the Board but not to exceed the IRS maximum allowed reimbursement rate per the Office of Financial Management website. Travel within the district must be reconciled to the Travel Expense Voucher 3050F Mileage Chart. Mileage for out of district travel will be based on actual speedometer readings or a driving directions app like Google Maps or Mapquest. Approval for the Travel Expense Voucher by the traveler's immediate supervisor is necessary for reimbursement.

3.3 Vacation During Travel

If a person chooses to combine a vacation with their authorized

travel, the rate of reimbursement for mileage shall not exceed the cost of round trip public carrier fare and no reimbursement shall be authorized for additional nights lodging or meals from beginning to end of vacation days—inclusively.

3.4 Other Reimbursements

3.4.1 Employees will not be reimbursed for expenditures other than their own.

3.4.2 The costs of toll fees, ferry charges, lodging costs, and other charges directly attributable to travel will be reimbursed at actual cost on presentation of original detailed receipts intact.

3.4.3 Meals and gratuities will be reimbursed up to the amount per day specified by the Board, assuming three meals per day. However, meals served as a part of an official convention/ seminar sponsored meeting will be reimbursed at actual costs if evidence of the cost (i.e., registration form, meal ticket stub, etc.) is included as support when applying for reimbursement on the Travel Expense Voucher.

3.4.4 Meals and gratuities served as part of or during attendance at officially recognized meetings will be reimbursed.

3.4.5 Expenditures for gifts, cleaning, guests, baggage fees over one checked bag per authorized traveler, overweight luggage fees, seat upgrades, additional insurance for flight or car rental, additional features in car rental, citations, room upgrades, incidental expenses, alcohol and items of a personal nature are not reimbursable.

3.4.6 Registration fees, workshop costs, etc., will be reimbursed in full as approved prior to departure and upon submittal of original detailed receipts intact.

3.4.7 Registration fees for courses or workshops offering academic credits for advancement on the salary schedule are not reimbursable under this travel policy.

3.5 Advancements for travel expenses are available as prescribed under RCW 42.24.120 - 42.24.160. An Advanced Travel Expense Request Form must be completed and submitted to the District's Business Office prior to any advance of funds.

4. Forms - Completing and Routing

4.1 The Workshop and Observation Request Form is available on the District's website or it can be requested from the District's

Business Department. Routing and completion instructions are on the form.

- 4.2 The Travel Expense Voucher form is available on the District's website or it may be obtained on request to the District Business Office. The form is self-explanatory. It should be completed in full with necessary original receipts intact and forwarded by the traveler's immediate supervisor to the Accounting Department for processing and reimbursement. Original detailed receipts in tact are necessary for lodging, meals, parking (when possible), and registration.