



TRAVEL AUTHORIZATION AND EXPENSE REIMBURSEMENT

The expenses of an employee or designee of the district incurred in the course of performing services for the district, may be reimbursed in accordance with the approval and reimbursement procedures of the district. Also, the expenses of board members traveling to and from board meetings and attendance at conferences or meetings as representatives of the district shall be paid when reimbursement is requested by the board member who incurs such expenses.

For purposes of this policy, travel expenses include amounts paid for use of personal automobiles, other transportation and expenses or reimbursement for meals (at the per diem rate), lodging, and related items that are necessary while in the conduct of official business of the district. An employee or designee of the district may be reimbursed for gratuities not exceeding reasonable amounts for services when the costs are incurred while the individual is engaged in district business. Reimbursement for travel expenses shall be consistent with the provisions of any negotiated agreement with district employees.

Legal References:

- [RCW 42.24.090](#) Reimbursement of expenses of directors, other school representatives, and superintendent candidates – Advancing anticipated expenses
- [RCW 28A.320.050](#) Municipal corporations and political subdivisions – Reimbursement claims by officers and employees

- Cross References: 1731- Board Member Expenses
6213.1 P-Travel Authorization, Mileage and Expense Reimbursement Procedure
6213.2 P-Out of State Travel