SUMNER-BONNEY LAKE SCHOOL DISTRICT

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Policy No.6213P
Management Support

TRAVEL AUTHORIZATION, MILEAGE AND EXPENSE REIMBURSEMENT

Any employee who is authorized to travel at district expense is expected to obtain prior approval, keep costs as reasonable as possible, and comply with the following procedures.

All claims for reimbursement of expenses shall be submitted to the Business Office, using district approved claim forms, no later than sixty (60) calendar days following the incurrence of the expense.

Travel Requests must be approved by the employee's immediate supervisor. The immediate supervisor must determine whether the travel, workshop, or conference relates to that staff member's individual job goals or professional responsibilities, or to the building or district goals. Out-of-state travel must be approved by the superintendent. Employees may be allowed to personally underwrite all or part of their travel expenses as a condition for authorization to travel. A Travel Request form is required to be completed for all overnight travel, whether in or out of state.

Use of Private Vehicles

- **Out-of-District** – Mileage reimbursement is based on the employee's district-assigned building for a given day to the location of travel (or vice versa); not the employee's home to location of travel (or vice versa), unless it is the lesser miles traveled. Mileage claims shall include dates of travel, starting and ending points, purpose, and mileage. When more than one employee is attending the same activity, reimbursement will be provided for only one vehicle unless otherwise approved by the employee's immediate supervisor.
- **In-District** - Mileage between district sites will be calculated from the employee's starting district location of a given work day. In-district mileage will be determined by the Business Office using directional internet software.

Expenses

- Check out district purchasing card for lodging expenses.
- Out-of-pocket expenses for work-related supplies and materials may be reimbursed with budget authority approval in accordance with Business Office practices.

Overnight Travel:

Meals - When the employee is required to be away from the district for overnight travel, meal charges will be reimbursed to the employee based on the GSA per diem rate of the travel destination. District purchasing cards will not be allowed for meal expenses. Per Diem will be paid as follows:

- Full day will be paid if itinerary indicates travel began no later than 9:00am and ended no earlier than 4:00pm.
- Partial day – 25% breakfast, 25% lunch, 50% dinner.

* Meal per Diem cannot be claimed if the meal is included as part of the registration fee.

Lodging – Reimbursement will be made to individuals at the single room rate when verified by a hotel or motel receipt. If two or more employees share a room, a copy of the receipt shall be submitted by each individual employee showing each person's share of the cost. Additional charges for an employee's spouse, personal telephone calls, room service, movies, and other unnecessary room charges shall not be claimed.

Documents required to process overnight travel reimbursement requests include:

- Registration confirmation.
- A copy of the flyer, email, or conference/meeting agenda listing the meals to be provided at the event.
- Flight itinerary if requesting reimbursement
- MapQuest of mileage if driving. Indicate time you left to drive to the conference, and time the conference adjourned. Your work location is the starting address.
- Original Receipts for Transportation, Lodging, Parking, Baggage, and any miscellaneous authorized purchases.
- The completed approved Travel Request form for all overnight travel.

Local Reimbursements:

Meals - Meals served during a business meeting away from the district during normal mealtimes qualify for local meal reimbursement. Meal charges submitted should be limited to the actual cost of breakfast, lunch, or dinner, and a reasonable and customary tip (up to 15%).

Documents required to process local travel reimbursement requests include:

- Registration confirmation.
- A copy of the flyer, email, or conference/meeting agenda listing the meals to be provided at the event.
- MapQuest of mileage if driving. Your work location is the starting address.
- Original itemized receipts for transportation, lodging, parking, baggage, and any miscellaneous pre-authorized purchases (i.e.: books, shipping).

Registration Fees – District purchase orders or purchasing cards will be used for registration fees when accepted by the vendor. Receipts are required for registration fees. Costs of entertainment, even though offered as an option in the registration, are not reimbursable. A copy of the registration form is required for payment.

Other Reimbursable Charges

- Ferry, parking, air porter, taxi or similar charges (a receipt or schedule of charges is preferred for reimbursement of these charges)
- With prior approval, travel necessary during the work day, after the individual has reported to the first duty station as required, is reimbursable.
- Private transportation cost accrued for travel to meetings is reimbursable under conditions set at the time of approval.
- When, in the judgment of the superintendent or their designee, it is necessary to conduct meetings outside the normal workday, employees whose attendance is required shall be reimbursed for mileage expenses.

Non-reimbursable Expenses

- Alcoholic beverages
- Personal telephone calls and postage
- Mileage to and from home for normal workdays
- Mileage for school levy promotions and other nonofficial school functions
- Entertainment
- Side trips
- Expenses for anyone other than the employee are not reimbursable.

All information on claims for reimbursement are to be completed, signed by the claimant, and approved by the supervisor or designee prior to submitting forms to the Business Office within sixty (60) calendar days following the event or purchase date.

Forms that are incomplete or missing required documentation as described above will be returned to the employee. It is recommended that claims for reimbursement be submitted monthly.

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