

Travel and reimbursement of expense for Board members and staff shall be authorized subject to the following criteria:

1. Budget capacity exists to handle the obligation, and
2. The travel/expense is in line-of-duty, or
3. The travel/expense is required by
  - a. a state agency of appropriate jurisdiction, or
  - b. a federal agency of appropriate jurisdiction, or
4. The Superintendent determines that the travel/expense is required and incidental to District operation. (This provision is particularly to be construed to cover costs of meals which are incidental to meetings involving members of the Board meeting with Superintendent or staff to conduct essential business of the District.)

Official staff travel to points out-of-state requires the prior approval of the Superintendent. Official staff travel out-of-district for periods involving overnight stays requires the prior approval of the Superintendent or designee. The Superintendent or designee shall disallow any claim for reimbursement which is found to be contrary to the criteria contained in this policy.

The Superintendent or designee shall establish procedures for travel, for claims for reimbursement, for use of North Thurston Public Schools credit cards and for travel advancement.

#### Claims for Reimbursement

All claims for travel reimbursement which required prior approval shall be submitted to Financial Services within five (5) work days. Routine mileage and expense reimbursement claims should be submitted monthly. Reimbursable expenses are:

1. Transportation, including fares for commercial or public carriers and mileage at the per mile rate approved by the district,
2. Hotel or motel fees,
3. Fees and registration costs for conferences and meetings,
4. Meal per diem\_expenses for trips that involve an overnight stay, and
5. Such incidental expenses as parking fees, reasonable duplication costs and the like which are incurred for the benefit of the District.

Expenses for personal benefit or entertainment shall not be reimbursed.

Receipts or written explanations for reimbursable expenses are required and must accompany the appropriate form. No receipts are required for reimbursed meals or mileage.

Per diem rates for meals will be based on the approved per diem schedule adopted by the federal government. The district shall annually update the per diem schedule by September 1 each year. Per diem will be provided for all meals while an employee is on approved out-of-district travel that involve overnight stays.

#### Credit Card Use

North Thurston Public Schools credit cards may be used by approved personnel to cover travel expenses. Procedures for assignment and use of credit cards shall be developed by the Superintendent or designee. District credit cards may not be used for meals or for personal vehicle expenses.

#### Travel Advancement

Advancement for expenses to be incurred in travel may be received within the amount approved by the Superintendent or designee. Advancements are made from the Advanced Travel Revolving Fund.

Adopted:	March 17, 1986	North Thurston School District Board of Directors
Amended:	December 4, 1989 February 7, 2000 November 3, 2003 January 19, 2010	North Thurston Public Schools Board of Directors