

**Tumwater School District
Board Policy**

REIMBURSEMENT FOR TRAVEL EXPENSES

The actual and necessary expenses of a director, administrator, staff member or designate of the district incurred in the course of performing services for the district, whether within or outside of the district, may be reimbursed in accordance with the approval and reimbursement procedures of the district. For purposes of this policy, travel expense includes amounts paid for use of personal automobiles, other transportation, and reimbursement for meals, lodging and related items that are necessary while in the conduct of official business of the district. A staff member or district officer may be reimbursed for reasonable amounts for services such as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

Reimbursement for travel expenses will be made pursuant to the federal internal revenue code and Internal Revenue Service regulations.

Legal References: RCW 28A.320.050

42.24.090

Ch. 3, Sec. 4, Page 1

Reimbursement of expenses of directors, other school representatives, and superintendent candidates — Advancing anticipated expenses
Municipal corporations and political subdivisions — Reimbursement claims by officers and employees
School Accounting Manual

Management Resources:

Policy News, April 2005

Policy News, December 1999

Credit Card Policy Updated

IRS rules impact travel reimbursement

Adopted: October 12, 1989

Revised: May 9, 1996; December 12, 2013