

## Tumwater School District Procedures

### BOARD MEMBER EXPENSES

#### **District Credit Cards**

District credit cards may be reserved in advance from the District Office for use in the conduct of School Board business, including travel and associated expenses. When district credit cards are used, it shall be the responsibility of the persons assigned to the cards to maintain them and provide receipts of all transactions to the District Business Office for legally required documentation.

#### **Personal Credit Cards or Cash**

Directors electing to conduct school board business by use of their own credit or payment of cash may submit claims for reimbursement on district-prescribed forms, on appropriate deadlines, and with appropriate documentation of the expenses.

#### **Expenditure and Reimbursement Limitations**

1. Expenses for direct school district business shall be eligible for charge to district credit cards or reimbursements.
2. Transportation costs, actual lodging expenses and meals and gratuities are eligible for use on district credit cards or for reimbursement as a personal expense.
3. No reimbursement is allowed for expenses of guests or spouses.
4. No reimbursement is allowed for alcoholic beverages.
5. Receipts are required if reimbursement for meals is to exceed the established state rate schedule. See the district expense form for the current state rate schedule.
6. Itemized receipts are required for lodging (standard rooms) per state auditor's requirements.
7. Receipts or cancelled tickets for airfare are required per state audit rules.

When private vehicles are used and standard airfare is less costly than mileage, airfare and related expenses will be paid in lieu of private vehicle mileage.

Expenses paid by the district are limited to business related expenses exempt from taxation as compensation under IRS guidelines.

**ADOPTED: January 12, 1978**

**REVISED: July 12, 2001; July 11, 2013**