Management Support

Reimbursement for Travel Expenses

The district recognizes that employees, representatives, and students may be required to travel within the district, in-state and out-of-state in the performance of their regular duties or as part of the regular, extra-curricular program. The district also recognizes that in-state and out-of-state travel will be necessary at times to allow Board members, employees, students and others to attend meetings, conferences, conventions and workshops which will contribute to their professional growth and to the further development of district programs.

Travel expenses include amounts actually paid for necessary transportation, meals, lodging, and other related items while on district approved travel.

Travel Request and Expenses

1. Travel must be approved by the staff member's immediate supervisor. A Travel Request form must be signed by the staff member's immediate supervisor and sent to the school or department whose budget is responsible for the costs if any of the following apply:
    a. The school/department requires the form, or
    b. A sub is billed to an outside organization (PSE, SEA, OSPI, ESD, or other), or
    c. A sub is billed to an ASB club, or
    d. A teacher requires a sub and is using their professional development funds to pay for the sub.

    Approved requests must indicate which budget is responsible for paying the substitute coverage and other expenses.

2. Lodging Expenses: Individual receipts are required from each staff member who obtains reimbursement from the district. Lodging will be reimbursed at the single rate for individuals, unless employees share a room, in which case a higher rate may be reimbursed. Additional charges for an employee's spouse, personal telephone calls, personal expenses, entertainment, and other unnecessary room charges will not be reimbursed (including such things as movies, gratuities, mini-bar, etc.). Individuals are only eligible for lodging reimbursement if the conference or travel destination is located more than (50) fifty miles away from the Snohomish School District boundaries. Special exceptions may be granted by the individual's supervisor based upon duration of the event. If a staff member is acting in a custodial or supervisory role for students who will be staying overnight, and it is part of their official duties, the (50) fifty-mile rule does not apply.

3. Airline, Train, Bus Fare Tickets: Travel at the lowest fare coach rate may be charged to the district through a local travel agency or with a Travel Credit Card for any approved travel. Additional insurance will not be covered. Luggage fees are authorized up to one checked bag per flight. Employees on approved travel may

pay for tickets and be reimbursed upon completion of travel. The flight itinerary along with the original charge slip and/or detailed sales receipt are required. Receipts of other proof of payment will also be required for any necessary baggage fees.

4. Shuttles, Share-rides, or Taxi services will be reimbursed for going between the airport and work or hotel and for travel to and from a restaurant.

5. Reimbursement for actual reasonable expenses for parking is allowed. Receipts must be obtained when possible.

6. Ferry or toll expenses are allowable for reimbursement. For toll fees incurred by the traveler, original receipts or Flex-Pass account statements showing payment of the trip cost details must be submitted. Commuter lane toll fees reimbursed by the district should include a benefit to the district, not for the mere personal convenience of the traveler.

7. Individual registration fees may be charged to a district procurement card account, or paid by issuance of a warrant through the business services department. An original receipt is required for reimbursement of the registration.

8. The district requires receipts for all travel expenses except mileage. When a receipt is lost or otherwise not available, a copy of the bank or credit card statement is acceptable.

Travel Credit Cards

Employees may request temporary use of a Travel Credit Card. With five days' notice, cards may be checked out from the Accounting Department or school bookkeeper, if available and approved. Receipts are required for all expenditures charged to the travel credit card and must be submitted within 3 days after the last day of approved travel.

Reimbursement of Claims

1. The district accounts payable schedule requires that claims be signed and submitted to the district business office by the tenth of each month.

2. A statement of expenses must be submitted for each trip for which reimbursement is being requested as soon as possible following the last day of the approved travel.

Meal Per Diem Rates:

1. The district recognizes the financial benefit of establishing standard per meal eligibility for in-state and out-of-state travel to facilitate the efficient management of the meal reimbursement process. Meal eligibility is based on guidelines provided by the US General Services Administration (GSA) and the Washington State Office

of Financial Management (OFM). An individual is eligible for meal per diem only for overnight or outside of the district for conferences or trainings. Meal per diem includes taxes and tips. Only meals related to the employees' school-related travel are eligible for reimbursement.

Breakfast	$23.00
Lunch	$26.00
Dinner	$38.00

2. To receive per diem on the first and last day of travel, you must be in travel status at least (3) three hours beyond the normal meal time.

3. Travel Per Diem Request Forms (6213F1) must be submitted at least (5) five days prior to the approved travel or upon completion of the approved travel.

Mileage—Personal Vehicle:

Reimbursement for mileage is allowed only when approved in advance by the staff member's supervisor. When travel is a necessary part of performing one's work, the staff member may receive blanket approval for the year. Reimbursement will be at the current IRS mileage rate.

Car Rental

1. The use of rental cars is limited to situations where commercial transportation is either not available or its use is impractical or more expensive. Car rentals must be at the economy or compact rate, unless circumstances require a larger vehicle. Reimbursement will not be provided for any optional insurance coverage on rental cars. The rental car should be refueled prior to returning it to the agency to avoid refueling charges.

2. For any potential vehicle rental, check with the Business Office for the current contract for rental companies and the insurance provisions.

Non-Reimbursable Expenses

1. Alcohol beverages, meals or snacks other than regular meals;

2. Personal telephone calls and postage;

3. Commuter mileage to and from home;

4. Mileage for school levy promotions and other non-official school functions;

5. Entertainment;

6. Expenses for travel extending beyond the time required for the meeting or business, unless it is in the district's financial interest to extend the travel overnight due to rate advantages;

7. Expenses incurred by non-employees traveling with the staff member, including room surcharges; or

6. Parking citations.

Travel Advances

This procedure only applies to certain approved travel involving students (athletics, extracurricular, etc.). Special circumstances for other travel may also be approved by the Superintendent or designee.

1. Advance payments for the travel expenses may be issued to staff in connection with approved travel.

2. A written request for a travel advance, in the form of a requisition, must be submitted to the Accounting Department no later than one week prior to travel.

3. Advanced payment may not exceed the reasonable anticipated travel expenses for the approved travel.

4. Travel advances for registration should be issued no earlier than one week prior to departure, unless earlier registration is required by the organization presenting the conference. The registration fee receipt must be turned in upon return.

5. Travel advances are paid in the form of a check payable to the staff member.

6. A fully itemized travel expense voucher for all reimbursable items legally expended must be submitted to the Accounting Department within ten days following completion of the travel. Statements not submitted within (90) ninety days of travel will be processed through Payroll and considered taxable income.

7. If the staff member's actual expenses are less than the amount of the travel advance, the staff member must return the excess portion of the advance payment with the travel expenses.

8. If the district advances a staff member a registration fee for a conference that is canceled or not attended, the staff member must reimburse the district the full amount of the travel advance payment. An exception may be made if the vendor will not reimburse the amount paid for the conference and the staff member is ill or is called back to work on district business.

9. Travel advances are provided to defray necessary costs to a staff member while the staff member is traveling as part of his or her employment duties. Travel advances may only be used for the purposes for which they are provided. Any unauthorized expenditure of travel advances is considered a misappropriation of public funds.

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