

**TRAVEL REQUEST AND APPROVAL**

Approval is required prior to making arrangements for non-routine travel requests (including seminars, workshops, conferences, recruiting trips, and out of district overnight meetings). All travel requests must be submitted on the Prior Trip Approval form at a minimum of 5 days before the trip. If you need a bus, the prior trip should be completed and approved 2 weeks before the trip.

The prior trip approval form must show meals, lodging, transportation, registration fees, substitutes and any other estimated expenses for which payment or reimbursement will be requested upon completion of travel and the budget category to which reimbursement is to be charged.

Superintendent or designee approval is required for overnight, out of state, and international travel.

**REIMBURSEMENT OF CLAIMS**

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

**REIMBURSABLE EXPENSES****Lodging**

- Must be at a reasonable rate and an itemized receipt is required.
- Government or conference rates should be requested when available.
- Detailed receipts for out-of-pocket or procurement card expenditures are required.

**Airline Tickets**

- Receipts for airline tickets will be reimbursed by the district

**Meals**

- For overnight travel assignments, meals and incidental expenses shall be reimbursed at the current Pierce County rate, regardless of destination.
- Employees will receive seventy-five percent (75%) of the per diem allowance on the first and last days of travel.
- Receipts are not required.

**MISCELLANEOUS EXPENSES**

- Miscellaneous travel expenses like tolls, parking fees, and gas for rental cars are reimbursable. Detailed receipts for out-of-pocket expenditures are required.

## NON-REIMBURSABLE EXPENSES

- Personal telephone calls, postage, and memberships;
- Mileage to and from home;
- Mileage for school levy promotions and other nonofficial school functions;
- Entertainment;
- 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 over a Saturday night or such other rate advantages; and
- Expenses incurred by non-employees traveling with the staff member, including room surcharges.

## PROCUREMENT CARD USE

Before using or checking out a pro card, the employee must have a signed Pro Card Agreement form in Qmlativ on file. If a procurement card is used for district travel, detailed receipts are required.

Adopted:      September 8, 2025              NTPS Cabinet