



SNOQUALMIE VALLEY

SCHOOL DISTRICT

TRAVEL EXPENSE CLAIM FORM

Employee Name: _____ Position: _____ Date: _____
(Name must match SVSD HR records)

Claims must be submitted within **thirty (30) days** after the travel or event. Reimbursements will be direct deposited into the bank account on file with payroll. [AP cutoff dates](#). Commuting miles (home-work) are not reimbursable per IRS regulations.

DATE	DEPARTURE/DESTINATION	PURPOSE/DESCRIPTION	MILES
TOTAL MILES			0.00

*Attach proof of mileage for out of district travel (ex. Google maps)

DATE	TYPE OF EXPENSE	PURPOSE/DESCRIPTION	AMOUNT
TOTAL EXPENSES			\$ 0.00

ITEMIZED RECEIPTS AND PROOF OF PAYMENT MUST BE ATTACHED FOR ALL EXPENSES.

Meals may be claimed using per diem (receipts not required if per diem is used). Include approved travel request, IRS per diem document and registration. For overnight lodging, request government rate or conference rate (whichever is lower). <https://www.gsa.gov/>

TOTAL MILES:	0.00	@ \$ 0.76 per mile (eff. 7/1/2026 – 12/31/2026) =	\$ 0.00
TOTAL EXPENSES:			\$ 0.00
TOTAL REIMBURSEMENT:			\$ 0.00

CERTIFICATION: I hereby certify under penalty of perjury: that this is a true and correct claim for necessary expenses incurred during the conduct of official school business. That no payment has been received by me on account thereof; that no rebate of any character, kind, or description has been made to me by any person or persons furnishing any of said transportation or subsistence; that the expenses charged were actually and necessarily incurred and paid by me in lawful money.

SIGNATURE OF CLAIMANT: _____ DATE: _____

SUPERVISOR APPROVAL: _____ DATE: _____

ACCOUNT CODE:

_____ – E – 530 – _____ – 8580 – _____ – _____ – _____ = \$ _____
_____ – E – 530 – _____ – 8580 – _____ – _____ – _____ = \$ _____

BUSINESS OFFICE APPROVAL: _____ DATE: _____

SNOQUALMIE VALLEY SCHOOL DISTRICT

8001 Silva Avenue S.E. | P.O. Box 400 | Snoqualmie, WA 98065 | (425) 831-8000 | www.svsd410.org

FOR TRAVEL BETWEEN 1/1/2026-12/31/2026 ONLY



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1. Approval

- Travel must be approved by the person with budget responsibility **prior to making arrangements** for non-routine travel, including:
 - Meals
 - Lodging
 - Registration
 - Substitutes
 - Other non-routine expenses
- **Routine daily travel does not require prior approval**, including:
 - Mileage
 - Parking and tolls
 - Other incidental expenses
 - **Meals are reimbursable only when associated with approved overnight travel.**
- Mileage to/from work (commuting) will not be reimbursed.
- Overnight or other non-routine travel requires prior administrative and Superintendent approval.
- Out-of-State & Out-of-country travel requires Board approval.
- Approval must be obtained using the **Overnight or Out-of-State Travel Authorization Request Form (6213)**.
- Administrators must retain the approval form for **three (3) years**.

2. Travel Limitations

- All travel is subject to budgetary appropriations.
- Employees may be required to personally underwrite expenses if funding is insufficient.

3. Expense Claims

- Claims must be filed using the **Travel and Expense Reimbursement Claim Form** within **30 days** of travel.
- Claims must include all required receipts and be submitted to the supervisor and budget authority.

4. Lodging

- Reimbursement is limited to **reasonable actual costs**.
- Lodging rates must follow **GAO guidelines (6213P)**.
- Conference or government rates should be requested when available
- Detailed and proof of payment receipts are required.
- District purchase orders or travel cards may be used where applicable.

5. Registration

- Conference/workshop registration may be prepaid by the district if travel is approved.
- Employee-paid registration required a detailed and proof of payment receipt.
- District purchase orders or p-card are preferred.

6. Meals for Overnight Travel

- Meals must qualify as **non-taxable under IRS rules**.
- Meals are reimbursed using **per allowances**, effective at the time of travel.
 - Receipts are **not required**, <https://www.svsd410.org/departments/business-services/employee-resources> for IRS per diems.
 - A copy of the conference registration and agenda is required.
 - Travel cards **may not** be used for meals.
- Employees receive **75% of per diem** on the first and last days of travel.
- Meals included in registration should **not** be claimed.
- Per diem covers meals, customary tips, baggage handling, and hotel/motel services.

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7. Miscellaneous Expenses

- Reimbursable with receipts:
 - Parking, transit fares, ferry, tolls, taxi, shuttle
- Gratuities must **not exceed** 15% for baggage or hotel/motel services.

8. Transportation

- **Private Vehicle** – reimbursed at IRS mileage rate.
 - Out-of-state conference mileage may not exceed equivalent airfare + ground transportation.
 - Employees must document reasonable cost comparisons.
 - Carpooling is expected when multiple employees attend.
- **Commercial Travel** – lowest available fare (coach class). Receipts required.
- **Rental Car** – allowed only if less costly than other options.
 - Economy/compact recommended.
 - Additional insurance **not reimbursed**.
 - Detailed receipts required.

9. Non-Reimbursed Expenses

- Meals not associated with overnight travel or not served during a business meeting
- Alcoholic (including non-alcoholic beer/wine)
- Spouse or non-employee expenses, personal items, postage, or movie rentals
- Expenses without required receipts
- Duplicate meals included in registration
- Expenses for travel extending beyond the required meeting or business, unless it is in the district's financial interest.

10. Advance Travel

1. Advance travel funds may be issued with approval.
2. Advance checks issued **no earlier than one week prior to departure**.
3. Reconciliation with detailed receipts must occur within **5 calendar days** of return.