

Procedure - Reimbursement for Travel Expenses

Travel Request

Travel requests must be approved by the staff member's immediate supervisor prior to submission to the superintendent. Out-of-district travel must be approved by the School Board. Because of the proximity, Portland, Oregon does not require Board approval.

The travel request must show meals, lodging, transportation, registration, substitute, if required, and any other estimated expenses for which reimbursement will be requested upon completion of travel and the budget category to which reimbursement is to be charged.

Reimbursement of Claims

Certified claims must be submitted to the district business office by the 9th of the month for approval by the Board.

A statement of expenses is to be submitted for each trip for which reimbursement is being requested.

Reimbursable Expenses

Lodging

- Hotel room and tax are reimbursed at reasonable rates. Itemized receipt required
 - Reimbursements will be determined using the following: [State of Washington OFM Per Diem Rates](#) and [GSA Website for Out-Of-State Per Diem Rates](#).
- Lodging is not reimbursable within 50 miles of work location.
- Hotel expenses require individual itemized receipts from each staff member submitting for reimbursement.
 - When two or more people share a room, the room will be registered to all of the occupants. Each person will obtain and pay a bill for the share of the room charge when possible. If the hotel or motel will not provide that service, the person paying the bill and requesting reimbursement will note on the receipt all other staff members who shared the room.
- Airbnb's are not a reimbursable expense.

Meals

- Meals are reimbursed at reasonable rates. No receipt required
 - Reimbursement rates will be determined using the following: [State of Washington OFM Per Diem Rates](#) and [GSA Website for Out-Of-State Per Diem Rates](#)

Airline, Train, Bus

- Reimbursement is allowed at the coach rate. Receipt required. Canceled ticket serves as receipt.

Taxi, Parking, Toll, Shuttles, Uber/Lyft

- Reimbursed with original receipt/parking stub showing amount paid.

Mileage – Personal car

- Inside the district – Reimbursement allowed only when approved in advance by the staff member's supervisor.
- Outside the District – Reimbursement allowed when in connection with an approved travel request.

A. Hotel and Motel Expenses:

- Use the [State of Washington OFM Per Diem Rates](#) and [GSA Website for Out-Of-State Per Diem Rates](#) as guide in planning lodging.
- Lodging is not an allowable expense within 50 miles of work location.
- Hotel expenses require individual itemized receipts from each staff member.
- Hotel charges shall be billed directly to the district through purchase order when possible.
- Obtain a pre-authorization when making hotel reservations.
- Airbnb's are not an approved method of lodging under any circumstances.

- B. **Airline Tickets:** Receipts for airline tickets will be reimbursed by the district at the rate approved by the Superintendent or designee. Allowable class or service is coach class.
- C. **Registration Fees:** Registration fees shall be billed through purchase order when possible.

Travel Advances

- A. A written request for a travel advance must be submitted to the district fiscal officer.
- B. Advance Travel will be provided for requests exceeding \$150.
- C. Directors and Administrators will not be eligible to receive travel advances.
- D. Student advance travel will be provided at student per diem rate (5, 10, 15).
- E. Travel advances are paid in the form of a check payable to the staff member.
- F. A statement of expense must be submitted to the district fiscal officer within ten days following completion of the travel. If the actual expenses are less than travel advance, the staff members will reimburse the district for the difference.
- G. The Advance Travel Revolving Fund should not be used for payment of airline tickets, pre-registration fees or for reimbursements to staff or officers for travel expenses already incurred.

Non-reimbursable Expenses

The following expenses are not reimbursable:

- A. Alcoholic beverages, meals or snacks other than regular meals;
- B. Personal telephone calls, postage, and memberships;
- C. Mileage to and from home;
- D. Mileage for school levy promotions and other nonofficial school functions;
- E. Entertainment;
- F. 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
- G. Expenses incurred by non-employees traveling with the staff member, including room surcharges.

Adoption Date:

Classification:

Revised Dates: **04.99; 12.11; 05.24**