

STAFF TRAVEL AND REIMBURSEMENT

The actual and necessary expenses of a director, administrator, staff member of designate of the district incurred in the course of performing services for the district, whether within or outside of the district, may be reimbursed in accordance with the approval and reimbursement procedures of the district.

For purposes of this policy, travel expense and reimbursement pertains to amounts paid for use of private or commercial transportation, per diem rates for meals, and actual expenses for lodging and related items that are necessary while in the conduct of official business of the district. Reimbursement will also be made for gratuities for such services as baggage handling. Reimbursement for personal expenses and/or entertainment is prohibited.

Use of district issued credit cards for travel-related expenditures is authorized under the following provisions:

- Submission of a fully itemized travel expense voucher by the employee or officer.
- Settlement by the officer or employee within 30 days of the billing date.
- Establishment of a lien against salary for any disallowed charges.

Claims for reimbursement of travel expenses must contain a signed certification that includes the following language, "I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof."

The superintendent is directed to develop procedures to implement this policy consistent with state law, standards established by the State Auditor, Federal Internal Revenue Service provisions, and principles of fiscal responsibility.

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| Legal References: | RCW 28A.320.050 | Reimbursement of expenses of directors, Superintendents, other school representatives, and Superintendent candidates – Advancing anticipated expenses – Municipal corporations and political subdivisions – Reimbursement claims by officers and employees – Detailed account – Travel allowances and allowances in lieu of actual expenses – Certification – Forms |
| | RCW 42.24.090 | Municipal corporations and political subdivisions – Reimbursement claims by officers and employees |
| | Ch. 3, Sec. 4, Page 1 | School Accounting Manual |

Management Resources:

Policy News, April 2005 Credit card Policy Updated
Policy News, December 1999 IRS rules impact travel reimbursement

Adoption Date: 1/03/00

Revised: 10/04/2004

Revised for First Reading: 1/21/2014

Second Reading and Adoption: 2/3/14