

STAFF TRAVEL AND REIMBURSEMENT

A. Travel Requests:

Overnight travel requests must be approved by the employee's supervising administrator prior to submission. Employees away from their regular assignment must be approved prior to the trip or expenditure by the employee's immediate supervisor.

B. Out of State Travel:

Out of state travel by employees on contracted time and/or requiring reimbursement of expenses must be approved by the Board of Directors. The Superintendent may authorize such travel by Board Members and the Superintendent. Appropriate forms shall be in the Superintendent's Office at least six (6) weeks prior to the dates of travel. The exception to this would be the following: with respect to the approval of out of state travel, travel to counties and/or cities within the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho and Washington-Oregon shall not be considered out of state travel.

C. Requests for Travel:

Requests for overnight travel or any travel reimbursement shall be prepared on appropriate forms and submitted in advance of the travel. The forms shall be filled out completely and accurately including destination, purpose, district costs, and whether a substitute is required.

D. Fare Reimbursement or Purchase:

All common carrier travel is limited to tourist (coach) or excursion class. First Class service will not be reimbursed above the tourist (coach) rate. Those approved for travel shall endeavor to obtain the lowest cost fares.

E. Reimbursement for Use of Private Vehicles:

Employees required to use their private vehicle for in-district and out of district travel may receive reimbursement at the mileage rate approved by the Internal Revenue Service. Mileage claims shall be submitted monthly or at least annually (within the current year), and shall include dates of travel, starting and ending points, and mileage. Automobile travel, within or outside of the District should be made in District vehicles as often as possible.

When more than one employee or District designate is attending the same activity, reimbursement shall be provided for only one vehicle unless differences in schedule or circumstance make sharing transportation impractical.

When private vehicles or other modes of transportation are utilized for out of district travel and readily available airfare is less costly, the amount of the airfare only will be paid in lieu of actual cost.

F. Reimbursement for Lodging:

Reimbursement will be made to individuals for approved travel when verified by hotel or motel receipt. Additional charges for an employee's or designates spouse or other person sharing accommodations, personal telephone calls, or other unnecessary room charges shall not be claimed for reimbursement.

G. Reimbursement for Meals—Per Diem Basis:

Meals will generally not be reimbursed for in-district activities. Meal charges will be reimbursed when employees or designates are required to be away from the District during a normal meal time. Meal reimbursement for any employee meal that does not involve overnight travel will be subject to taxation at the time of payment. The Business Office will implement procedures for such taxation at the time of payment. Per Diem rates for meals are based on rates set by the district in accordance with Federal & State guidelines. Breakfast reimbursement is allowed when departure from Marysville is necessary before 8:00 AM. Dinner reimbursement is allowed if return to Marysville is necessary after 6:00 PM. Transportation (auto) reimbursement will be at the applicable federal mileage rate or actual cost of public transportation. Those meals included as part of a registration, which may exceed the daily maximum, shall be allowed with prior approval. Any exceptions must be approved by the supervising administrator. Meals shall not be reimbursed for persons other than the employee or designate.

I. Registration Fees:

Purchase Orders or advance District payment for registrations will be used when acceptable. Receipts are required for registration fees when paid directly by the claimant. Costs of entertainment must be paid by the employee or designate even though he/she has the option of including it in the registration fee. This shall be done by reimbursing the District if included in the registration.

I. Reimbursement for Other Charges:

Ferry, bridge, air-porter or shuttle, taxi, parking fees, and similar charges shall be supported by receipt. All employees or designates are expected to utilize the most economical transportation options available.

J. Reimbursement for Phone Calls, Facsimiles, or Other Duty Related Communication

Expense for communications related to duties and/or obligations to the District shall be reimbursed as documented. Utilization of the most economical means of communication is requested.

K. Rule of Reasonableness:

All expenses must be reasonable, within limits prescribed, and related to the purpose for the approved travel or activity. Reasonable might be defined as that which a prudent person might normally pay.

L. Accidents, Mishaps, Violations

Drivers of District vehicles who are involved in an accident or experience mechanical difficulty shall make contact with the Transportation Department for assistance or direction. Drivers are individually responsible for any traffic violations.

M. Advance Payments:

Advances, including cash advances are not allowed.

N. Non-Reimbursable Expenses:

The following expenses shall not be reimbursable:

1. Alcoholic beverages, snacks, or extra meals (e.g.: more than three meals).
2. Personal telephone calls, facsimiles, postage, or personal memberships.
3. Mileage or expenses for school levy promotions or any other non-official school functions at which the claimant is not a District designate.
4. Entertainment.

**Policy 6213P
Management Support**

Reference: State Administrative and Accounting Manual

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