

**WHITE RIVER SCHOOL DISTRICT #416  
BOARD POLICY**

**No. 6213**

6000      MANAGEMENT SUPPORT

Purchasing

**6213 - Reimbursement for Travel Expenses**

While it is understood the expense of going to and from a place of employment is the employee's responsibility, employees assigned to two or more different locations during the same day are to be reimbursed for their travel between locations at the current IRS mileage reimbursement rate or at the rate stipulated in their respective collective bargaining agreements. Monthly requests for this reimbursement are to be turned in by the employee to his/her supervisor on appropriate district forms. Such forms will be approved by the supervisor before being sent to the district office for payment.

The board recognizes that travel to certain conferences and conventions is necessary for staff to keep ahead of developments and trends that ultimately result in an improved program in the school system. To this end, the board delegates to the Superintendent the authority to give approval for such trips within the state for administrators and other staff members. Included in this definition of the state is the Portland Metropolitan Area. All trips to meetings beyond this designation are to be recommended by the Superintendent and approved by the board prior to the trip being taken.

The district shall reimburse a staff member for approved non-routine travel expenses, provided the necessary receipts for lodging, travel, and registration accompany the claim for reimbursement. Reimbursement for meals shall be by per diem and shall follow the U.S. General services Administration rates. The rate for mileage reimbursement shall be the current IRS rate or the amount stipulated in the respective collective bargaining agreement for the employee involved.

All requests for travel to conferences and conventions must be presented in writing to the employee's supervisor with the exception of out of state trips which must be presented to the Superintendent's office in advance of the trip. Such requests must include an estimate of all expenses including the cost of meals, lodging, and transportation. Any request requiring board approval must be submitted to the Superintendent at least thirty (30) days prior to the trip.

Legal References: RCW 28A.320.050

42.24.090

Ch. 3, Sec. 4 Page 1

Reimbursement of expenses of directors, superintendents, other school representatives, and superintendent candidates — Advancing anticipated Municipal corporations and political subdivisions — Reimbursement claims by officers and employees — Detailed account — Travel allowances and allowances in lieu of actual expenses — Certification — Forms  
School Accounting Manual

Management Resources:

*Policy News*, April 2005  
*Policy News*, December 1999

Credit Card Policy Updated  
IRS rules impact travel reimbursement