

Procedure Advanced Travel/Reimbursement for Travel Expenses

Travel Request

The district requires all employees to use the advance travel request procedures unless prior approved to use the reimbursement method.

1. Reimbursement of Travel Expenses Method

- A. Must meet all the requirements of district approved travel
- B. Pre-approved purchase order estimating all costs. Purchase order should include:
 - a. the title of the meeting
 - b. purpose of the meeting
 - c. date of the meeting (begin & end dates if multiple)
 - d. location of the meeting
 - e. mileage-attach google map or use district approved mileage list.
 - f. rate per mile- (state per diem rate).
 - g. flying will be allowed if deemed a cost savings or time restraints limit driving. Flying coach is required. Boarding passes will be submitted upon return for verification of travel
 - h. vehicle rentals, taxi and/or uber costs will be allowed to and from meeting sites if hotel shuttle is not available.
 - i. confirm no meals are provided by presenter.
 - j. For overnight stay, meals for breakfast will be paid if travel to the meeting occurs 3 hours prior to the start of the normal work day. For part time employees the start of the work day will be 7:30 a.m.
 - k. For overnight stay, meals for dinner will be paid if travel occurs 3 hours after the end of the normal work day. For part time employees the end of the work day will be based at 3:00 p.m.
 - l. overnight stays need to be included on purchase order
 1. name of motel
 2. whether motel provides a continental breakfast.
 3. add additional meals individually by date and amount (state per diem rates)
- C. Attach a copy of the conference information detailing the items to be covered
- D. Enter Leave
- E. Complete all driving requirements and submit all documents
- F. Attach to the Travel Verification form and submit to the District Office for approval

Upon Return Employee must submit the following within two (2) days

- G. Itemized receipt must be submitted for each item being reimbursed such as parking, toll costs, itemized meals will be reimbursed at amount expended not to exceed the WA State per diem rate, 20% gratuities' acceptable if on receipt,
- H. Boarding passes, luggage fees receipts, taxi or uber receipts
- I. Begin and end vehicle mileage.

- A. Clock hour form or district attendance verification form signed by the presenter. A copy of this documentation will be kept with the original request.

2. Advance Travel-Method

- B. Must meet all the requirements of district approved travel
- C. Pre-approved purchase order estimating all costs. Purchase order should include:
 - a. the title of the meeting
 - b. purpose of the meeting
 - c. date of the meeting (begin and end dates if multiple)
 - d. location of the meeting
 - e. mileage-attach google map or use district approved mileage list
 - f. rate per mile- (state per diem rate).
 - g. flying will be allowed if deemed a cost savings or time restraints limit driving. Flying coach is required. Boarding passes will be submitted upon return for verification of travel.
 - h. vehicle rentals, taxi and/or uber costs will be allowed to and from meeting sites if hotel shuttle is not available
 - i. confirm no meals are provided by presenter.
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 - k. For overnight stay, meals for dinner will be paid if travel occurs 3 hours after the end of the normal work day. For part time employees the end of the work day will be based at 3:00 p.m.
 - l. overnight stays need to be included on purchase order
 - 1. name of motel
 - 2. whether motel provides a continental breakfast.
 - 3. add additional meals individually by date and amount (state per diem rates)
- D. Attach a copy of the conference information detailing the items to be covered
- E. Enter Leave
- F. Complete all driving requirements and submit all documents
- G. Attach to the Travel Verification form and submit to the District Office for approval

Upon Return Employee must submit the following within two (2) days

- H. Clock hour form or district attendance verification form signed by the presenter. A copy of this documentation will be kept with the original request.
- I. Boarding passes, luggage fees receipts, taxi or uber receipts. These are required because there is not a state rate schedule.

Definitions of Travel:

- A. Local Area Travel: Travel by district employees to conduct official district business within the Asotin-Clarkston-Lewiston area. Same day trip. Must be prior approved. A google map must accompany travel verification if not using the District's mileage chart.

- B. Non-Local Area Travel: Travel by district employees to conduct official district business outside of the local area greater than 30 miles. Same day trip. Must be prior approved. A google map must accompany travel verification if not using the District's mileage chart.
- C. Overnight Travel: Travel by district employees that require them
 - a. to be away from their regular work location for longer than their normal work day
 - b. overnight stay

Working Lunches

- A. The district may provide meals, non-alcoholic drinks, snacks, etc. for meetings wherein the employees will continue their meetings while eating ("working meals"). These items are required to go through the purchase order process for approvals.
- B. If a staff member attends a meeting outside the district and it is confirmed that they will be having a working lunch, advanced meal money can be provided. Confirmation of the working lunch must accompany the purchase order for approval.

Under state law (RCW 42.24.140) an employee can have only one advance travel outstanding at a time. An outstanding item is one that has not had the final documentation submitted.

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 with the exception of mileage to meetings on non-work days will be paid from home to the meeting;
- 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;
- G. Expenses incurred by non-employees traveling with the staff member, including room surcharges.

Settlement

Any charges deemed unauthorized will be reimbursed by the employee within 30 days of the charge. If payment is not made, payment will be deducted from their next scheduled check and will include 10% interest per the State Auditor's BARS cash manual: Employee Travel.

Asotin-Anatone School District

Adopted: 3/2017, 1/2020

WSSDA Revised: 12/2011