

TRAVEL REQUEST AND APPROVAL

Approval is required prior to making arrangements for non-routine travel requests (including seminars, workshops, conferences, recruiting trips, and out of district overnight meetings). All travel requests must be submitted on the "Prior Approval Form" prior to submission to the Business Office.

Required approvals are as follows:

	In-State Not Overnight	In-State Overnight	Out-of-State (All States)
Employee	√	√	√
Supervisor	√	√	√
Principal/Program Director	√	√	√
Superintendent			√
Board			√

- The Prior Approval Form must show meals, lodging, transportation, registration fees, substitutes and any other estimated expenses for which payment or reimbursement will be requested.
- A copy of the registration form must be attached to each prior approval. The budget code relating to each travel category must be included on the request.

Employees may not make travel arrangements until their travel requests have received all required approvals.

Methods of Payment

- When possible, purchase requisitions or an employee's district issued procurement card should be used to secure payment to vendors for registration, lodging, and airfare. Employees may be advanced their per diem meal allowance.
- Reimbursement claims for out-of-pocket travel expenses must be filed with the supervisor and budget manager on the "Travel Claim Form" accompanied by required receipts within 60 days after the event (which will then be forwarded to the Business Office for processing).

The chart below shows acceptable methods of payment by category of employee travel:

	Registration	Lodging	Transportation (Airfare)	Per Diem Meals	Misc Travel Exp	Mileage
Purchase Order	√	√	√			
Procurement Card	√	√	√			
Reimbursement	√	√	√	√	√	√
Advance				√		

Registration

- If prepayment for conference and workshop registration is required, attach a Check Request and the completed registration form to the Prior Approval Form.
- Detailed receipts for out-of-pocket or procurement card expenditures are required.

Lodging

- Reimbursement for lodging is limited to actual costs at a reasonably priced hotel/motel. Government or conference rates should be requested when available.
- If more than one staff member uses a hotel room, the cost may be claimed by the individual making payment, with reference on each user's Travel Claim Form to the other individual(s) using the room.
- An employee who chooses to stay in their personal recreational vehicle in lieu of conventional lodging (trailer/camper) may be reimbursed for expenses including parking fees; fees for connection, use and disconnection of utilities; electricity, gas, water and sewage; bath or shower fees; dumping fees.
- Detailed receipts for out-of-pocket or procurement card expenditures are required.

Transportation

- Private Vehicle: Mileage is reimbursed at the current Internal Revenue Service rate per mile in effect at the time of travel. Employees attending a conference may choose to drive their personal vehicle in lieu of flying and can be reimbursed for the actual mileage, not to exceed the cost of an airline ticket plus projected ground transportation. The employee must provide documentation establishing the reasonable cost of these items. When two or more persons are attending the same conference, plans should be made to use the minimum number of cars necessary to transport everyone.
- Airfare: Air travel should be at the lowest fare available or coach class. Detailed receipts for out-of-pocket or procurement card expenditures are required.
- Rental Cars: Employees may rent a car when it would be less costly and substantially more convenient than any other available means of transportation. Economy or compact car is suggested. The district shall authorize only one rental car for each four staff members when more than one staff member uses a rental car. Detailed receipts for out-of-pocket expenditures are required.
- Other Transportation (ferry, taxi, shuttle, train, bus): Other transportation will be reimbursed to the employee provided that the transportation was used for district business. This includes transportation to/from the airport and the place of lodging or business. Transportation costs for meals taken at a site other than an employee's place of lodging are considered personal not reimbursable. Detailed receipts for out-of-pocket expenditures are required.
- The district shall reimburse based on the most economical mode of travel. When airfare and the necessary related expenses (e.g., rental car) are more economical but the employee is authorized to travel by private vehicle, the district shall reimburse on the most economical mode of travel.

Meals - Overnight Travel

- For overnight travel assignments, meals and incidental expenses shall be reimbursed at the per diem allowance established by the U.S. General Services Administration (GSA) at the rate in effect for the primary destination. Procurement cards shall not be used to purchase meals.
- Employees will receive seventy-five percent (75%) of the per diem allowance on the first and last days of travel. Receipts are not required.
- The per diem allowance is intended to cover the cost of meals including sales tax and customary tips; baggage handling fees and tips; and hotel/motel services.
- Where identifiable costs of meals are included in conference registration fees, the meal costs will be deducted from the employee's per diem allowance. Per diem is an allowance for meals and incidental expenses for employees who are in travel status. Per diem rates are established by the U.S. General Services Administration (GSA) and are subject to change. Current rates can be found online at www.gsa.gov/perdiem. The Accounting Department will verify the current applicable rates, and will pay the per diem rate based on the employee's primary travel destination. Where identifiable costs of meals are included in conference registration fees, the meal costs will be deducted from the employee's per diem allowance.

Meals - Local Travel (No Overnight Stay)

- For local travel assignments not involving an overnight stay, meals shall be reimbursed only in the following cases:
- When a meal taken at a workshop, conference or meeting is part of the agenda and the cost of the meal has not previously been paid with the registration fee. A copy of the agenda must accompany the employee's expense claim.
- When directed or required to attend mealtime business meetings, including community or public relations meetings. A copy of the agenda must accompany the employee's expense claim.
- Employees will be reimbursed up to the maximum of the breakfast, lunch, or dinner component of the per diem rate established by the GSA for Clallam County. Employees traveling for more than 12 hours will receive 75% of this rate.
- Reimbursement for meals will be approved only when an employee is in travel status and not when an employee works extra hours at their assigned work location.

Miscellaneous Expenses

- Miscellaneous travel expenses like tolls, parking fees, and gas for rental cars are reimbursable. Expenses for laundry services will be reimbursed if an employee is in travel status for more than five days. Detailed receipts for out-of-pocket expenditures are required.
- Personal travel expenses (e.g. sightseeing, shopping) are not reimbursable.

Advanced Travel

- Per diem for meals and incidentals may be given in advance upon request. The traveler must pick up their per diem check at the Business Office. A signed certification form will be required, verifying the employee has received their check and will notify the District if their actual travel days should differ from their intended travel.
- Employees are required to pay back the applicable portion of their per diem when their actual travel is less than what was originally scheduled.

Date: 9/28/2009

Revised: 4/24/2019

