

REIMBURSEMENT FOR TRAVEL EXPENSES

Employees are required to fill out a Prior Approval for Travel Form when requesting a Travel Advance or planning to travel outside the State of Washington. Travel outside of the state requires approval by the Board and the Superintendent or his designee.

The person with budget responsibility will approve travel. Approval is required prior to making arrangements for non-routine travel. Routine daily travel does not require prior approval.

Travel for retreats should include only key stakeholders and a written plan. The plan shall explain how the retreat information will be communicated to all staff within a department or school. Retreats should be within driving distance (approximately 75 miles).

The travel request must show meals, lodging, transportation, registration, and any other estimated expenses for which reimbursement shall be requested upon completion of travel and the budget category to which reimbursement is to be charged.

Reimbursement of Claims

Claims must be submitted using the Eastmont School District Travel Expense Voucher. This voucher must provide a statement of expenses for which reimbursement is being requested. This form must also be used each month for reimbursement of mileage in a personal vehicle inside the district.

Reimbursable Expenses

A. Lodging (Hotel/Motel) Expenses

Hotel/Motel charges are not to be billed directly to the district without a purchase order. An itemized receipt/folio from the hotel/motel will be required.

1. The District will not pay for lodging at locations less than 75 miles from the District, unless prior written approval by the superintendent.
2. Lodging will be reimbursed at actual costs, as evidenced by a receipt, up to the specific daily maximum allowable lodging rate in effect at the time of travel for the specific area or locality. The maximum allowable rate will be the rate as identified by the State of Washington Office of Financial Management, unless an exception is specifically provided by statute.
3. In the following situations, the maximum allowable lodging amounts may not be adequate and the Superintendent or authorized designee may approve payment of lodging expenses not to exceed 150% of the applicable maximum per diem amounts listed in Washington State Office of Financial Management Per Diem Rates:

- a. When a traveler is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.
- b. When costs in the area have escalated for a brief period of time either during seasonal, special events or disasters.
- c. When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.
- d. The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events. Further, it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held.
- e. To comply with provisions of the Americans with Disabilities Act, or when the health and safety of the traveler is at risk.
- f. When meeting room facilities are necessary and it is more economical for the traveler to acquire special lodging accommodations such as a suite, rather than to acquire a meeting room and a room for lodging.

B. Meals

Meals will only be reimbursed for approved overnight, out of area travel.

1. Meals for Overnight Travel

- a. Meals during an overnight stay qualify on the per diem allowance in effect at the time of travel (see below).
- b. Reimbursement will not be authorized when an employee does not incur expenses for meals because they were provided as part of the registration.
- c. Per Diem allowance is based on per meal and includes tax and gratuity.
- d. The traveler may be reimbursed for meal expenses only after the traveler is in travel status for three hours beyond the traveler's regularly scheduled working hours for any one day. (For example, an employee who regularly starts work at 7:30 a.m. must leave home by 4:30 a.m. in order to qualify for the breakfast per diem. Conversely, an employee whose work day normally ends at 4:30 p.m., must return home after 7:30 p.m. in order to qualify for the dinner per diem.)

2. Reimbursement Rates for Meals (includes taxes and tips)

Per Diem allowances for High Cost Locations in the Continental USA are periodically revised by the General Services Administration and can be accessed on the Internet at the following addresses:

- a. For locations within Washington State, refer to the Administrative and Accounting Resources site at <http://ofm.wa.gov/resources/travel/colormap.htm> for the state of Washington Per Diem Rates Map.
- b. For locations outside of Washington State, refer to <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd05d.html> (U.S. General Services Administration - Per Diem Rates). Select U.S. Per Diem Rates by Location (Continental USA) to view rates for the contiguous states. Taxes may be added to the lodging rates shown in these tables.

C. Travel

1. Inside the District

Reimbursement allowed only when approved in advance by the staff member's supervisor. When travel is a necessary part of performing one's work, the staff member may receive blanket approval for the year.

2. Outside the District

Reimbursement for the use of a privately owned vehicle will be made at the allowable mileage rate authorized by OFM and will be allowed only in connection with an approved travel request and when there is evidence that a district vehicle was not available for use on the day of travel. When electing to use a private owned vehicle, please exercise prudent judgment when approving travel to ensure it is critical for District business. Carpooling will be required when possible.

3. Airline tickets (coach rate) may be charged to the district through a local travel agency for any approved travel
4. Employee may purchase airfare via the Internet, but must provide copy of Internet receipt in order to receive reimbursement.
5. Rental car reservations require prior approval from Superintendent or designee
6. Airline, Train, Bus Fare cancelled ticket will serve as a receipt
7. Taxi, Parking, Toll Receipt preferred
8. Mileage — privately owned vehicle (POV)

D. Travel Advances

1. A travel advance may only be requested when overnight travel is required and whose necessary "out-of-pocket" expenditures are estimated to be \$50 or more. The calculation does not include the advance for mileage reimbursement.

2. A written request for a travel advance must be submitted to the district office at least 10 business days prior to the start of the travel period.
3. Travel advances are paid in the form of a check payable to the employee.
4. A Travel Expense form must be submitted to the District Office within ten days following completion of the travel. If the actual expenses are less than travel advance, the staff members shall reimburse the district for the difference.
5. The Advance Travel Revolving Fund should not be used for payment of airline tickets, pre-registration fees or for reimbursements to staff or officers for travel expenses already incurred.

E. Miscellaneous Expenses

1. Purchase of Materials: Tapes, books, etc purchased at a conference/seminar and for use of the district, may be reimbursed with a receipt.
2. Telephone Calls: Calls to the district office, school building and one call home per day (when traveling) will be reimbursed with submission of receipt.
3. Gratuities: Gratuities, not exceeding customary percentages, for baggage handling, hotel/motel services, or travel will be reimbursed when claimed under miscellaneous expense; receipts not required.

F. Non-Reimbursable Expenses

The following expenses are **not** reimbursable:

1. Alcoholic beverages, meals or snacks other than regular meals.
2. Personal telephone calls, movies or other incidentals incurred for personal use.
3. Mileage to and from home.
4. Mileage for school levy promotions and other nonofficial school functions.
5. Entertainment.
6. 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.
7. Expenses incurred by non-employees traveling with the staff member, including room surcharges.
8. Reimbursement claimed for meals that were previously included in the conference registration (i.e. dinner will not be reimbursed if a banquet dinner for same evening was included in the conference registration).