

### **REIMBURSEMENT FOR TRAVEL EXPENSES**

The actual and necessary expenses of a director, administrator, staff member or designate of the district incurred in the course of performing services for the district, whether within or outside of the district, may be reimbursed in accordance with the approval and reimbursement procedures of the district. For purposes of this policy, travel expense includes amounts paid for use of personal automobiles, other transportation, and actual expenses or reimbursement in lieu of actual expenses for lodging and related items that are necessary while in the conduct of official business of the district. Lodging expenses should not exceed reasonable and customary rates for area of travel. Payments for meals shall be based upon established per diem rates. All other allowable expenses shall not exceed the actual incurred expenses (including gratuities not exceeding reasonable amounts for such services as baggage handling).

Reimbursement for travel expenses shall be made pursuant to the federal internal revenue code and internal revenue service regulations.

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Legal References:	RCW 28A.320.050	Reimbursement of expenses of directors, superintendents, other school representatives, and superintendent candidates—Advancing anticipated
	42.24.90	Municipal corporations and political subdivisions—Reimbursement claims by officers and employees—Detailed account—Travel allowances and allowances in lieu of actual expenses—Certification—Forms

State Auditor Bul#301-III(D) – Employee travel expenses