

REIMBURSEMENT FOR TRAVEL EXPENSES

For reimbursement of travel expenses during work hours and/or associated with the school district, the following procedures shall apply:

Personal Automobile Mileage Reimbursement

- Authorized employees using their personal automobile for official travel shall submit a detailed account of said mileage for reimbursement purposes on a district reimbursement claim form. The claim form shall include the dates and/or time the travel charges were incurred.
- The employee submitting a claim for reimbursement must certify that the travel was incurred on official district business.
- Mileage reimbursement forms shall be approved by the appropriate budgeting supervisor prior to submittal.
- Mileage shall be reimbursed at a rate per mile based upon the allowable rate established by the Internal Revenue Service.

Reimbursement Claims for Travel Expenditures

- Authorized actual and necessary expenses for commercial transportation, lodging, and parking personally incurred by a district employee will be reimbursed upon requests received in the finance office.
- Meal Per Diem Rates: The District recognizes the financial benefit of establishing standard per meal entitlements to facilitate the efficient management of the meal reimbursement process.

The District will establish standard rates based upon in-state travel and out-of-state travel. The Finance Department has established per meal entitlements based upon guidelines provided by the US General Services Administration and the Washington State Office of Financial Management. The entitlements including tax and tip are as follows:

Meal	Allowance
Breakfast	\$12.00
Lunch	\$20.00
Dinner	\$38.00
Total Per Diem	\$70.00

For unique circumstances associated with travel outside of the continental US, the Finance Department may determine modified rates.

Travel status shall begin three hours prior to a meal to establish eligibility for entitlement of such meal. Meals included as part of registration should not be considered an eligible entitlement.

- Reimbursement claim forms shall include an itemized accounting of the charges incurred with appropriate receipts attached.
- The employee submitting a claim for reimbursement must certify that the expenses were incurred for official district business purposes.
- Reimbursement forms shall be approved by the appropriate budgeting supervisor prior to submittal.
- Requests for reimbursements must be made by the end of the current fiscal year.

Employee reimbursements for meal expenses on trips that do not involve an overnight stay are considered taxable income.

Whenever possible, district travel related expenses should be incurred in advance by using a district purchase order.