

REIMBURSEMENT FOR TRAVEL EXPENSES

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

Personal Automobile Mileage Reimbursement

- Authorized employees using their personal automobile for official travel will submit a detailed account of said mileage for reimbursement purposes on a district reimbursement claim form. The claim form will 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 will be approved by the appropriate budgeting supervisor prior to submittal.
- Mileage will 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	\$19.00
Lunch	\$23.00
Dinner	\$34.00
Total Per Diem	\$76.00

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

Travel status will 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 will 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 will 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.



BAINBRIDGE ISLAND

SCHOOL DISTRICT No. 303

STRONG MINDS, STRONG HEARTS, STRONG COMMUNITY

8489 MADISON AVENUE NE * BAINBRIDGE ISLAND, WASHINGTON 98110-2999 * (206)842-4714 * FAX(206)842-2928

REIMBURSEMENT FOR TRAVEL EXPENSES

You have been authorized to use a Bainbridge Island School District credit card for travel expenses. The following guidelines for credit card usage and reporting apply to all District employees and officials. According to state law, you must "submit a fully itemized travel expense voucher". Those expenses "not properly identified on the travel expense voucher or not allowed...will be paid by the officials or employee...". The expenses are to be for the authorized individual only. If authorized persons are traveling together, a brief account of the participants, dates and reason for travel should be included with the voucher.

Attached is an expense voucher for your use. **Please submit the completed voucher, with signature of appropriate budgetary supervisor along with the corresponding ORIGINAL, ITEMIZED receipts to the Business Office within THREE DAYS of your return. The credit card should be brought to the Business Office upon your return from travel.**

Effective September 1, 2021, payments for meals will be based upon established per diem rates. Overnight travel status will begin three hours prior to a meal to establish eligibility for entitlement of such meal. Meals included as part of registration will not be considered for reimbursement. Employee reimbursements for meal expenses on trips that do not involve an overnight stay are generally taxable wages. The meal reimbursement is subject to federal withholding and FICA Medicare and Unemployment taxes and is reimbursed through payroll. The entitlements **including tax and tip** are as follows:

MEAL	ALLOWANCE
BREAKFAST	\$19.00
LUNCH	\$23.00
DINNER	\$34.00
TOTAL PER DIEM	\$76.00

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

The following **are** considered allowable credit card expenses:

- ☐ Lodging not covered by a Purchase Order, or which cannot be billed directly to the Bainbridge Island School District, (Lodging expenses should not exceed reasonable and customary rates for area of travel);
- ☐ Meals, **excluding alcoholic beverages, (Itemized, not summary, receipts are required- we need to see what items were purchased), to be reimbursed at the above rates, meal amounts in excess of the per diem rates will be reimbursed to the District by the Employee;**
- ☐ Commuter transportation or taxi;
- ☐ Car rental with prior supervisory approval;
- ☐ Entrance fees associated with school business which are not covered by a Purchase Order which cannot be billed directly to Bainbridge Island School District;
- ☐ Parking Fees during business travel;
- ☐ Business related telephone calls;
- ☐ Miscellaneous **BUSINESS** expenses incurred while traveling, subject to supervisory approval.

Expenses **not allowed**, and to be paid by the employee/official, would include, but not be limited to:

- ☐ Meal costs that exceed the per diem rate as shown above;
- ☐ **Alcohol of any type;**
- ☐ Personal phone calls;
- ☐ Personal services, entertainment, and recreation;
- ☐ Supplies, materials, and equipment, except by supervisory approval;
- ☐ Expenses other than those listed above as allowable.

Requests for mileage reimbursements, which are based upon the allowable rate established by the IRS, **should be submitted separately on a MILEAGE REIMBURSEMENT VOUCHER.** This form is available on the District website under "Staff Forms".

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

If you have any questions, please call the Business Office at (206)780-1063



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REIMBURSEMENT FOR OVERNIGHT TRAVEL EXPENSES VOUCHER

PURPOSE OF TRAVEL: _____

Travel Start; Date & Time: _____

Travel End; Date & Time: _____

DATE	EXPENSE ITEM	AMOUNT

* List date, meal (breakfast, lunch, or dinner) and per diem rate you are submitting for reimbursement. ALL OF THE ABOVE, EXCEPT MEALS, REQUIRE THE ORIGINAL, ITEMIZED RECEIPT ATTACHED TO THE VOUCHER FOR REIMBURSEMENT. Please submit the completed voucher with the corresponding original, itemized receipts to the Business Office within **three days** of your return.

TOTAL: \$_____

ACCOUNT CODE TO BE CHARGED _____

EMPLOYEE SIGNATURE: _____

Date: _____

SUPERVISOR APPROVAL: _____

Date: _____

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THIS IS A TRUE AND CORRECT CLAIM FOR NECESSARY EXPENSES INCURRED BY ME FOR THE SCHOOL DISTRICT PURPOSES.