

REIMBURSEMENT FOR TRAVEL AND RELATED EXPENSES: 6213P

1.0 Payment of claims for travel and expenses shall be consistent with State Law (RCW 42.24.090, 120, and RCW 28A.320.050) and School District policy and regulation.

2.0 In-District and In-State Travel

In-District travel shall be from District property to District property. Use the applicable Federal Way Public School Travel Mileage Chart, for mileage allowance.

In-state travel shall be to cities within Washington State to represent the District at school related meetings and conferences. Contiguous border cities such as Portland, Oregon; Coeur D'Alene, Idaho; and Vancouver, B.C., will be considered on the same basis as in-state travel.

2.1 Application procedures shall be as follows:

2.1.1 The immediate supervisor must evaluate and authorize/reject travel requests.

2.1.2 Reimbursable travel may only be authorized by administrators with budget authority.

2.1.3 Employees requesting travel reimbursement for overnight meetings or conferences must get approval from their supervisor prior to the event.

2.1.4 Travel and attendance expenditure requests shall be submitted on Form No.5341-A, Travel Request/Authorization, with estimated costs.

2.2 Reimbursement procedures shall be as follows:

2.2.1 In-District and in-state travel shall be evaluated and authorized/rejected monthly.

2.2.2 All approved claims for in-District and in-state travel should be submitted to the Business Services Department on Form No. 5341-A, Travel Request/Authorization, on or before the 10th of the following month.

3.0 Out-of-State Travel

3.1 Employees and officers, who must travel out-of-state will be granted permission to travel upon approval of the immediate supervisor and the Superintendent/designee.

3.2 Application procedures shall be as follows:

3.2.1 Travel and attendance expenditure requests shall be submitted for supervisor and program administrator approval on Form No. 5341-A, Travel Request/Authorization, with estimated costs.

3.2.2 Requests for out-of-state travel must be submitted at least 30 days in advance of the conference for review by the Superintendent/designee.

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- 3.2.3 Application must be on Form No. 166, Activity Approval Form, when student participation and travel will be necessary stating the specific reason for the travel and the expected benefits to be derived both to the District and the applicant.
- 3.2.4 The Superintendent/designee will evaluate and approve those applications which he/she feels are appropriate.
- 3.3 Reimbursement procedures shall be as follows:
 - 3.3.1 Form No. 5341-A, Travel Request/Authorization, with approved itemized expenses, should be submitted to the Business Services Department for payment.
- 4.0 Reimbursable Travel Expenses
 - 4.1 All approved in-District, and in-state mileage shall be reimbursed at the current Internal Revenue Service (IRS) standard mileage rate.
 - 4.2 Out-of-state transportation costs shall be paid or reimbursed at the common carrier rate, if common carrier travel is approved or at a rate not to exceed common carrier coach rate for other means of transportation.
 - 4.3 Registration fees (dues excluded), lodging parking, taxis and other approved expenses shall be reimbursed. Receipts must be attached; if not available, make notation to that effect.
 - 4.4 Meals will be reimbursed up to an average of \$45.00 per day; alcoholic beverages and snacks will not be reimbursed.
 - 4.5 Tips for meals and baggage transfer may be reimbursed at the usual and customary rate.
 - 4.6 Personal expenses such as movies or other entertainment, personal phone calls (over and above the one allowable call – See 4.7 below), mileage from home to work, etc., are not reimbursable.
 - 4.7 One personal phone call per day will be allowed on overnight travel (max. \$5.00), evidence of charges must be provided.
- 5.0 Travel Claims on Behalf of Others
 - 5.1 If an officer or employee is filing a travel claim on behalf of others, he or she must prepare a detailed account that includes:
 - 5.1.2 Whether they were District employees and, if not, who they were and what connection they had with District business.
 - 5.1.3 A breakdown of amounts claimed by category and periods, ie., meals, lodging, travel and other expenses.

Adopted under Policy Governance – 8/28/12

Formerly Procedure – 5341P; Adopted or Previously Revised – 11/28/94