

Reimbursement for Travel and Work Related Expenses – 6213.1

The District shall reimburse reasonable and necessary expenses of a school director, administrator or staff member incurred in the course of performing services for the district in accordance with the approval and reimbursement procedures of the district. The District will not provide reimbursements to non-district employees such as parents, volunteers and students.

For purposes of this policy, travel expense includes amounts paid for use of personal automobiles, other transportation, and expenses for meals, lodging and related items that are necessary while in the conduct of official business of the district. Reimbursement is permitted for gratuities (not exceeding customary percentages for the cost of meals) as well as for reasonable amounts for such services as baggage handling, when the costs are incurred while the individual is engaged in district business or other approved travel.

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

The superintendent or superintendent's designee may file a claim on behalf of others. The Superintendent shall prepare a procedure for the administration of travel and the payment of properly documented expenses.

Legal References:

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

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State Auditor Bulletin 301-III (D) Employee Travel Expenses