
Reimbursement for Travel and Work Related Expenses – 6213.1P

Reimbursement of Claims

Certified claims must be submitted to the district business office on a reimbursement form and shall include original, itemized documents. Reimbursement requests must be turned in within ten (10) working days of the purchase.

Reimbursements shall be made to district employees only. No reimbursements shall be made to parents, volunteers, students or other non-district employees.

Purchases cannot be in conflict with district policies. Cash awards and cash equivalents such as gift cards/certificates are not allowed and therefore will not be reimbursed.

The superintendent/designee may claim expense reimbursement on behalf of others who travel, partake of meals, or otherwise incur expenses in the course of performing services for the district. When claiming reimbursement, the superintendent must list their names, list their relationship to the district, indicate vendors and itemize the amounts claimed, and include an explicit statement of purpose for the event which generated the expense.

The above provision also covers expenses of individuals who attend meetings or attend to urgent business at the direction of the board of directors. Under such circumstances, certain committee expense can be reimbursed by the district, but clear direction from the board of directors/superintendent to such a committee should be established in advance of any need for expenditures.

A. Reimbursement for Supplies and Materials

Principals/Department Heads may give employees authorization to purchase supplies or materials without a purchase order and to be reimbursed for those expenses. The purchases must not exceed \$300.00 and cannot include equipment, travel or contractual expenses. Supplies and materials request for reimbursement shall be made on form 6213F1. Original, itemized receipts are required for reimbursement. Credit card slips are not acceptable.

Food purchases must first be approved using a Food & Beverage Authorization Request Form. The approved food form must accompany the reimbursement request form.

B. Reimbursement for Travel Expenses

Travel requests must be submitted on a travel purchase order form and approved by the staff member's immediate supervisor prior to submission to the business office. Out-of-state travel must be approved by the superintendent/designee. Travel requests should be submitted at least thirty (30) days in advance of departure unless extenuating circumstances make such requests infeasible.

The travel purchase orders must show meals, lodging, transportation, registration and any other estimated expenses for which reimbursement shall be requested upon completion of travel and the budget category to which reimbursement is to be charged. One travel purchase order may be used when multiple people are traveling together for the same purpose.

Lodging shall only be reimbursed when the meeting or event takes place outside of King, Pierce and Snohomish counties unless approved by the staff member's supervisor.

If an employee anticipates traveling to a geographic area where expenses are believed to exceed otherwise "reasonable" guidelines, he or she should gain approval in advance of the trip from the superintendent/designee for the estimated additional expenses.

A statement of expenses shall be submitted for each trip or activity for which reimbursement is being requested. Travel reimbursement requests shall be made on form 6213F2.

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Reimbursable Expenses

Lodging	Reasonable rates	Itemized receipt required
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Reasonable costs for lodging are reimbursable (the superintendent/designee is the final judge as to what constitutes “reasonable”).

Meals	Up to \$50 per day including reasonable gratuities	Receipts required for meals over \$10
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If the cost of scheduled convention meals causes the total daily expense for meals to exceed \$50 (for example, a special banquet on one day of a conference), such additional expense also may be submitted for reimbursement.

Airline, Train, Bus Fare	Coach rate	Ticket stub and receipt
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Taxi, Parking, Toll	Actuals	Receipt preferred
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Mileage — personal car	<p>Inside the district: Reimbursement allowed only when approved in advance by the staff member's supervisor. When travel is a necessary part of performing one's work, the staff member may receive blanket approval for the year. Reimbursement shall be at the rate authorized under IRS regulations</p>	
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Outside the District: Reimbursement allowed only in connection with an approved travel request. Reimbursement shall be at the rate authorized under IRS regulations.

Mileage expenses should be submitted at least every three months for reimbursement of mileage in personal vehicles or with a balance of at least ten dollars (\$10.00). Such expenses must be submitted within the fiscal year in which they occur.

Mileage for additional daily trips between home and the district may be claimed when the administrator's presence is required for district activities such as school board meetings, committee or task force meetings, or a school activity. Such mileage calculations start at the school district boundary.

- A. **Hotel and Motel Expenses:** Individual receipts are required from each staff member who obtains reimbursement from the district. When two or more people share a room, the person paying the bill and requesting reimbursement shall note on the receipt all other staff members who shared the room.
- B. **Airline Tickets:** Airline tickets (coach rate) may be charged to the district through a local travel agency for any approved travel.

Travel Advances

- A. Employees may request an advance to cover the cost of travel expenses that exceed \$50.00 and are not paid directly by the district.
- B. A written request for a travel advance must be submitted to the business office with the travel purchase order at least thirty (30) days prior to departure unless extenuating circumstances make such requests infeasible. Travel advance requests shall be made on form 6213F3.
- C. Travel advances are paid in the form of a check payable to the staff member.

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- D. A statement of expense must be submitted to the business office within ten days following completion of the travel. If the actual expenses are less than the travel advance, the staff members shall reimburse the district for the difference
- E. The Advance Travel Revolving Fund should not be used for payment of airline tickets, pre-registration fees or for reimbursements to staff or officers for travel expenses already incurred.
- F. Travel advances will only be used for district employees, excluding temporary employees. Meal advances may be given to students and chaperones traveling on pre-approved fieldtrips.

Non-reimbursable Expenses

The following expenses are not reimbursable:

- A. Alcoholic beverages, meals or snacks other than regular meals.
- B. Personal expenses such as telephone calls, postage, and memberships.
- C. Mileage to and from home.
- D. Mileage for school levy promotions and other nonofficial school functions.
- E. Entertainment.
- F. Expenses incurred by non-employees traveling with the staff member, including room surcharges.
- G. Fines or traffic and parking violations
- H. Expenses such as flowers, snacks or food treats.
- I. Expenses for travel extending beyond the time required for the meeting or business, unless it is in the district's financial interest to extend the travel over a Saturday night or such other rate advantage.
- J. Gifts