

Reimbursement for Travel Expenses

Instruction for Completing Form

- Complete in ink
- Complete all relevant items with proper detail
If workshop, seminar, conference etc., state topic and sponsor in column titled “purpose or reason for trip”

Travel Request

Travel requests must be approved by the staff member’s immediate supervisor prior to the proposed travel.

Reimbursement of Claims

Certified claims must be submitted to the district business office at least 4 days prior to the regular board meeting.

A mileage report is to be submitted each month for reimbursement of mileage in a personal vehicle inside the district. The report must show each point of departure and destination.

A statement of expenses is to be submitted for each trip for which reimbursement is being requested.

Reimbursable Expenses

Lodging	Reasonable rates	Itemized receipt required
Meals:	Reasonable rates including standard gratuity; receipt expected.	Itemized receipt should be provided if possible. Meals for non-overnight stays are considered taxable and will be included in employee’s paycheck (per IRS and State of Washington).
Airline, Train, Bus Fare	Tourist rate	Cancelled ticket serves as receipt
Taxi, Parking, Toll		Receipt required
Mileage—personal car:	<u>Inside the district:</u> 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. <u>Outside the District:</u> Reimbursement allowed only when there is evidence that a district vehicle was not available for use on the day of travel. Reimbursement shall be at the IRS established rate per mile. District credit cards may not be used for purchasing gasoline in personal vehicles.	

- A. Hotel and Motel Expenses: Individual receipts are required from each staff member who obtains reimbursement from the district.
- B. Airline Tickets: Airline tickets (tourist rate) may be charged to the district through a local travel agency for any approved travel.

Nonreimbursable Expenses

The following expenses are not reimbursable:

- A. Alcoholic beverages, meals or snacks other than regular meals.
- B. Personal telephone calls, postage, and memberships.
- C. Mileage to and from home.
- D. Mileage for school levy promotions and other nonofficial school functions.
- E. Entertainment.