

Reimbursement for Travel Expenses

The actual and necessary expenses of a director, administrator, staff member or designate of the district incurred in the course of performing services for the district, whether within or outside of the district, may be reimbursed in accordance with the approval and reimbursement procedures of the district. For purposes of this policy, travel expense includes amounts paid for use of personal automobiles, other transportation, and actual expenses or reimbursement in lieu of actual expenses for meals, lodging and related items that are necessary while in the conduct of official business of the district. A staff member or district officer may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for services such as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

Reimbursement for travel expenses will be made pursuant to the federal internal revenue code and Internal Revenue Service regulations.

Cross References: Policy 1731
Policy 6212

Board Member Expenses
Charge Cards

Legal References: [RCW 28A.320.050](#)

Reimbursement of expenses of directors,
other school representatives, and
superintendent candidates —
Advancing anticipated expenses
Municipal corporations and political
subdivisions — Reimbursement
claims by officers and employees
School Accounting Manual

[42.24.090](#)

[Ch. 3, Sec. 4, Page 1](#)

Management Resources:

Policy News, April 2005
Policy News, December 1999

Credit Card Policy Updated
IRS rules impact travel reimbursement