## **Reimbursement for Travel Expenses**

#### **I. Travel Request Procedures**

## A. Travel within the state of Washington:

- 1. Travel requests for staff members must be approved by their immediate supervisor in advance of the travel.
- 2. Travel requests for representatives and/or students must be approved by the principal or program supervisor and the Director of Personnel.

## B. Travel outside the state of Washington:

- 1. If traveling without students: Travel requests for staff members must be approved by their immediate supervisor prior to submission in writing to the superintendent.
- 2. If traveling with students: Travel requests for representatives and/or students must be approved by the principal or program supervisor prior to submission in writing to the Superintendent to be approved at the next regular board meeting per Board Policy 2320P.
- 3. Travel requests shall include reason for the request, anticipated benefit to the district, the length of time involved, and the estimated cost to the district.

#### II. Reimbursement

Reimbursement for all travel shall be made pursuant to the submission of a Travel and Expense Reimbursement Request. The basis for reimbursement will be reasonable actual costs associated with the travel with the exception of meals which will be based on actual costs up to the allowable reimbursement rates described below.

An individual is eligible for meal reimbursement and lodging reimbursement only if they are in travel status, outside of Whatcom County. (Refer to Section A.1 for more information about qualified lodging expenses.)

All expenses, except meals, must be listed in complete detail, and where required, have receipts attached. Only those expenses incurred by the person submitting the request may be reimbursed.

## A. Reimbursable Expenses:

1. **Lodging**: Travel destinations located within a 50-mile radius of the District Office are not eligible for lodging reimbursement. If the travel destination is further than 50 miles, actual reasonable expense per day will be paid. Itemized receipts are required. Lodging will be reimbursed for district personnel or designate of the district only.

#### 2. Meals:

Employees are eligible for meal reimbursement for overnight travel assignments when in travel status during meal periods described below.

Employees must be in travel status no less than 3 hours to qualify for any meal reimbursement. In addition, the individual must be in travel status by 6:30 a.m. to qualify for breakfast per diem and in a travel status at 6:30 p.m. to qualify for dinner per diem. Lunch per diem will be allowed if the individual is in travel status over the normal lunch period. Reimbursement for meal expenses is not to be authorized when an employee does not incur expenses for meals because they are furnished, either by the host facility or as a part of the registration fee. Itemized receipts are required for reimbursement of reasonable actual meal costs. The maximum amount to be reimbursed for meals may not exceed the Washington State meal per diem rate schedule found on the Office of Financial Management website at http://www.ofm.wa.gov/resources/travel.asp.

The rate schedule is broken down by county. Employees will be reimbursed up to the amount listed for each county where the meal is purchased.

Any costs in excess of these amounts are at the personal expense of the individual.

3. Airline, Train, Bus Fare:

Coach rate. (Canceled ticket serves as receipt.)

4. Taxi or Limousine to or from Airport:

Actual reasonable expenses per day. Receipts are required.

5. Parking:

Actual reasonable expense. Receipts are recommended.

6. Ferry or Toll:

Actual reasonable expense. Receipts are required.

7. Telephone Calls:

District business-related calls only. Documentation required.

8. Mileage – Personal car:

The primary expectation for District travel is to check out and drive a District vehicle. When departing from a District campus, employees should make every effort to use a District vehicle. Driving a personal vehicle for District travel should be the exception and not a regular practice.

Use of a personal vehicle on district business will be reimbursed at the current IRS rate according to district mileage charts.

### **B.** Non-Reimbursable Expenses:

- 1. Alcoholic beverages, meals, drinks or snacks other than regular meals.
- 2. Personal phone calls and postage.
- 3. Mileage to and from home.
- 4. Mileage for school levy promotions and other non-official school functions.
- 5. Entertainment.
- 6. Lodging within the 50-mile radius of the District Office.

# MERIDIAN SCHOOL DISTRICT Procedure 6213P

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