

Reimbursement for Travel Expenses

Employee Travel Request

Travel requests must be approved by the staff member's immediate supervisor prior to submission to the superintendent /designee for final authorization.

Out-of-district travel must be approved by the superintendent /designee.

The travel request 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.

Travel Request must be submitted at least ten (10) business days prior to travel unless waived by the superintendent.

Travel Expense Claims

The following district guidelines apply except for other provisions provided by RCW 28A.320.050.

When district procurement cards are used for travel related expenses, the provisions of RCW 42.24 must be followed, including:

- Submission of fully itemized expense voucher for travel by the employee
- Agreement of a lien against the employee's salary for any disallowed charges

Reimbursement of Claims

All completed Travel Expense Vouchers must be received by the district business office no later than ten (10) business days following completion of the travel. Failure to meet this deadline may result in the denial of travel reimbursement.

A Travel Expense Voucher is to be submitted for each trip for which reimbursement is being requested. Each employee must submit their own claim for expenses. Each employee must certify by his or her signature the claim for reimbursement of travel expenses is a true and correct claim for necessary expenses incurred by him or her and that no payment for any claimed expense has been received by him or her.

If an employee is filing a claim on behalf of non-employees, he or she must prepare a detailed account that includes:

- Name(s) and occupation/business of the person(s) who traveled, partook of meals, or otherwise incurred expenses.
- A statement sufficiently explicit to show what school district business was being carried out when the expenses were incurred.
- A detailed breakdown of the amounts of lodging, meals, or other services being

claimed.

Reimbursable Expenses

Specific “Guidelines for Employee Travel Reimbursements” are listed with the “Travel Expense Voucher”. Current meal and mileage reimbursement rates are available on the district website, under “Quick Links” and “Forms”.

Meals:

- A Per Diem allocation is provided for meals and is the maximum reimbursement that can be claimed.
- Gratuity can not be added to per diem rate claims.
- Meals provided by the event an employee is attending or meals provided by conference/registration may not be claimed for reimbursement.

Mileage - Personal Vehicle:

- Inside Wenatchee and East Wenatchee district boundaries (In-district):
 - Reimbursement allowed only when approved in advance by the staff member's supervisor. When travel is a regular and necessary part of performing one's work, the staff member may receive blanket approval for the year.
 - Unless other arrangements are made in advance with the district business office, an “In-district Mileage Form” must be received by the district business office no later than thirty (30) calendar days after the month being claimed for reimbursement of mileage in a personal vehicle. The report must show each point of departure and destination.
 - If the monthly expense for in-district mileage is infrequent and/or totals less than \$5.00 each month, the employee may accumulate up to three (3) consecutive months before submitting his or her claim, provided the claim is submitted no later than thirty (30) calendar days after the completion of the third month.
- Outside Wenatchee and East Wenatchee district boundaries:
 - Reimbursement is allowed only in connection with an approved travel request unless the employee is incurring only mileage charges necessary to perform their work with no additional costs.
 - Mileage is reimbursed at the current State of Washington rate.
 - Miles are calculated by the district business office using standard destination mileage distances. The mileage chart is available at the district business office and is also posted on the WSD website.
 - The district will determine the number of personal vehicles eligible for reimbursement based on the number of employees attending, distance of trip, and other factors. Carpooling is encouraged wherever possible.

- Rental cars/vans/trucks are reimbursable only with prior approval of the district business office. Rental vehicles are generally allowable only when shuttles or other transportation provided by destination is not available.

Lodging:

Hotel and Motel Expenses - Individual itemized receipts are required from each staff member who submits a Travel Expense Voucher to the district. Hotel or motel charges are not to be billed directly to the district unless arrangements to issue an authorized purchase order are made in advance.

- All lodging arrangements must be made by the employee.
- Personal expenses on the invoice must be paid prior to or at checkout.
- Room and tax are reimbursed at reasonable rates. *
- Internet charges are reimbursable only if needed for school business and with prior approval from supervisor.
- Valet service is reimbursable ONLY if the lodging destination has no other option, a receipt is provided, and the charge is customary and reasonable.
- Personal expenses such as room service (except for the per diem value of the meal) or movies are not reimbursable.
- Original, itemized receipt(s) for all expenses claimed are required.

** The State of Washington Office of Financial Management reimbursement rates are used as a guide to determine reasonable rates.*

To be eligible for lodging reimbursement, your travel destination must be more than fifty (50) miles from both your official workplace and your residence using the most direct route, and must be reasonable unless granted prior approval by the superintendent/designee.

Airline, Train, Bus, Ferry: Reimbursed at coach rate with original receipt and canceled ticket.

Parking: Reimbursed with original receipt/parking stub showing amount paid.

Taxi, Shuttle, Toll: Receipts are requested, however, reasonable amounts may be reimbursed.

Travel Advances

Specific guidelines for advance travel are included on the "Request for Advance Travel Expenses". This form is available on the Wenatchee School District website under "Quick Links" and "Forms".

The advance travel expense account must be used solely for travel advances, not direct payments to vendors. Monies may be advanced to an individual who is going on travel status for travel-related expenses that he/she will pay out of his/her own pocket. This account is intended for staff who would not be able to travel without an advance for expenses. The district may combine advances for groups under special circumstances.

- Travel advances must be for an overnight stay and **expected expenses of more than \$100**. Advances may be approved in other situations depending on circumstances.
- The advance travel expense account shall not be used for personal loans, pre-registration fees or for reimbursements to employees or officers for travel expenses already incurred, etc.
- A written request for a travel advance must be submitted to the district fiscal office no later than 10 business days prior to travel.
- Travel advances are paid in the form of a check payable to the staff member.
- A statement of expense must be submitted to the district fiscal officer no later than ten business days following completion of the travel. If the actual expenses are less than travel advance, the staff member shall immediately reimburse the district for the difference.

Non-Reimbursable Expenses

The following expenses are not reimbursable:

- Alcoholic beverages.
- Personal telephone calls, postage, memberships, and other personal expenses.
- Mileage to and from home.
- Mileage for school levy promotions and other nonofficial school functions.
- Entertainment.
- Tips are generally not reimbursable, except for non-per diem meals.
- Personal items lost, stolen, or damaged when traveling.

Adoption Date:

Classification:

Revised Dates: 9.11; 7.22