

**MANAGEMENT SUPPORT****Reimbursement for Travel Expenses**

The district may reimburse travel expenses incurred by employees and board members while on approved travel. The superintendent or designee shall establish travel procedures which shall include reimbursement of travel expenses. Reimbursement for meals shall be based upon established per diem rates. All other allowable expenses shall not exceed the actual incurred expenses.

Cross references:     [Board Policy 1731](#)  
                              [Procedure 6213P](#)  
                              [Board Policy 6640](#)

Board Member Expenses  
Reimbursement for Travel Expenses  
District-Owned Vehicles

Legal references:     [RCW 28A.320.050](#)  
  
                              [RCW 42.24.090](#)

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

Adopted: March 19, 1979  
Revised: August 26, 1985  
Revised: November 21, 1994  
Updated: November 2000  
Revised: August 24, 2004  
Updated: March 2012  
Revised: May 28, 2013  
Updated: February 2018