

MANAGEMENT SUPPORT

Reimbursement for Travel Expenses

The district recognizes that employees, representatives, and students may be required to travel within the district, in-state and out-of-state in the performance of their regular duties or as part of the regular, extra-curricular or co-curricular program. The district also recognizes that in-state and out-of-state travel will be necessary at times to allow board members, employees, students and others to attend meetings, conferences, conventions and workshops which will contribute to their professional growth and to the further development of district programs.

Authorization

A travel request form must be submitted before traveling on district business whenever expenses are to be charged to the district, either directly or through reimbursement. A copy of the registration application, if applicable, must accompany the travel request form. Forms required for district travel are located in the Everett Public Schools [Business Information Manual](#).

All travel requests must be approved by the administrator(s) responsible for the travel or registration budget(s) to be charged and must be approved by the employee's supervisor. In addition, superintendent authorization is required for out-of-state travel requests. For board travel, the superintendent is responsible for budget authorization. For superintendent travel, the request forms shall include the board president or designee's signature. Administrators and supervisors that approve travel requests are responsible to ensure that prudent judgment is exercised in the purpose for and arrangement of out-of-district travel.

A travel request is not required if the only expenses to be reimbursed are mileage for use of a personal vehicle, parking, or tolls. In such instances, a mileage report form with supervisor and budget authority approval must be submitted.

Reimbursement

Reimbursement for all travel expenses shall be made pursuant to the submission of a statement of travel expenses. The basis for reimbursement will be reasonable actual costs associated with travel with the exception of meals for overnight travel, which will be on a set per eligible meal basis. The use of a district procurement card for all acceptable travel expenses is allowed, except that use of the procurement card for purchase of food and non-alcoholic beverages consumed by staff and others while conducting district business may only occur with prior approval of the superintendent.

An individual is eligible for meal per diem only for overnight travel. Meals for non-overnight travel may be authorized when the conditions of the travel are such that the meal would qualify as non-taxable under IRS guidelines. Meals served during a business meeting and at a business site would qualify. If a staff member is acting in a custodial or supervisory role for students as part of their official duties, the overnight rule for meals does not apply. Such meals shall be based on actual, reasonable expenditures. Receipts, meeting agendas, and/or itineraries are required.

Reimbursement for meal costs incurred within the boundaries of Everett Public Schools are generally not reimbursable under this section but instead may be covered by [Board Policy 6225](#), Food and Beverage Consumption.

Individuals may only be eligible for lodging reimbursement if the conference or travel destination is located more than fifty (50) miles away from the Everett Public School's boundaries. However, if the traveler's residence is within fifty (50) miles of the destination, the individual will not be eligible for lodging costs. Special exceptions may be granted by the individual's supervisor based upon duration of the event and location of the traveler's residence. If a staff member is acting in a custodial or supervisory role for students who will be staying overnight, and it is part of their official duties, the fifty (50) mile rule does not apply.

All expenses must be listed in complete detail, and when required, have original receipts attached. Only those expenses incurred by the person submitting the request may be reimbursed unless an exception is pre-approved by the superintendent. Reimbursements shall satisfy the following criteria:

- A. Airline, Train, Bus Fare: Travel at tourist or coach rate is required. Tickets may be purchased over the internet, charged to a district procurement card account, or may be charged to the district at one of the local travel agencies that have been designated by the finance and business services department.

Employees on approved travel may pay for tickets and be reimbursed upon completion of travel. The flight itinerary along with the original charge slip and/or detailed sales receipt are required. Receipts or other proof of payment will also be required for any necessary baggage fees.

- B. Registration Fees: Individual registration fees may be charged to a district procurement card account or paid by issuance of a warrant through the finance and business services department. A copy of the registration application must be attached to the travel request form. Individual registration fees of less than \$25.00 may be paid by the employee. An original receipt is required for reimbursement of said registration.
- C. Lodging: Actual reasonable expenses per day may be reimbursable. Itemized original receipts are required. Meals and other incidentals charged to rooms shall not be reimbursable.
- D. Meal Per Diem Rates: The district recognizes the financial benefit of establishing standard per meal eligibility for in-state and out-of-state travel to facilitate the efficient management of the meal reimbursement process.

Meal eligibility is based on guidelines provided by the US General Services Administration (GSA) and the Washington State Office of Financial Management (OFM). This eligibility including tax and tip are as follows:

	In-State	Out-of-State
Breakfast	15.00	16.00
Lunch	18.00	19.00
Dinner	31.00	34.00
Total Per Diem	\$64.00	\$69.00

For unique circumstances associated with travel outside of the continental United States, or unique high-cost travel areas, the finance and business services department may use the current GSA rate for that area of travel or may determine modified rates.

Travel status shall begin three (3) hours prior to a meal to establish eligibility. Meals included as part of registration should not be considered eligible. Hotel continental breakfasts and airline meals do not qualify as a provided meal.

- E. Shuttle, Taxi or Limousine to or from Airport: Reimbursement for actual reasonable expenses is allowed. Receipts should be obtained when possible.
- F. Parking: Reimbursement for actual reasonable expenses is allowed. Receipts should be obtained when possible.
- G. Ferry or Toll: Reimbursement for actual reasonable expenses is allowed. Original receipts are required. For toll fees incurred by the traveler, original receipts or Flex-Pass account statements showing payment of trip cost details must be submitted. Commuter lane toll fees reimbursed by the district should include a benefit to the district, not for the mere personal convenience of the traveler.
- H. Personal Vehicle Mileage: Reimbursement is limited to current IRS regulations. Reimbursement may occur on a statement of travel expenses (in association with an approved travel request) or on a mileage report.
- I. Telephone Calls: Business related telephone calls are a reimbursable expense and may be included with the lodging expense. One personal call to home per day of a reasonable length may also be reimbursable while on travel status.

Non-Reimbursable Expenses

- A. Alcohol and tobacco products;
- B. Personal telephone calls (except as noted above) and postage;
- C. Commuter mileage to and from home;
- D. Mileage for school levy promotions and other non-official school functions;
- E. Entertainment; and
- F. Parking citations.

Travel Advances

Travel advances of \$25.00 or more may be issued up to two (2) weeks prior to departure in connection with approved travel. A request for travel advance form must be submitted to the finance and business services department.

State law requires that any officer or employee receiving a travel advance shall submit within fifteen (15) days following completion of travel a fully itemized statement of travel expenses form accompanied by the unexpended portion of such advance, if any.

Reimbursement of Expenses

To claim reimbursements, a statement of travel expenses form should be submitted within fifteen (15) days following completion of travel, unless a travel advance was submitted in which case it shall be required. A separate statement of travel expenses form shall be submitted for each approved travel request. Travel requests should encompass reasonable estimates for all known or potential travel costs to be incurred. Costs exceeding travel request estimates by more than ten (10) percent should be approved by the appropriate budget authority.

Mileage report forms should be submitted on a monthly or quarterly basis.

Associated Student Body (ASB) Travel

Student travel and adults involved in their supervision must first adhere to the district's field trip [Board Policy 2320](#) and [Procedure 2320P](#). Necessary travel expenses for ASB students and the travel costs of the adults involved in their supervision are allowable costs to the ASB Fund and shall be handled consistent with district travel policy and regulations. ASB travel expenses must have the prior approval of the ASB and must have adequate documentation.

ASB Travel Request Forms

Travel request forms are required for district employees, including coaches and advisors. Travel requests forms are not required if the only expenses are mileage, parking and/or tolls. Travel request forms are not required for individual students.

Reimbursement of ASB Travel Expenses

To claim reimbursements, an ASB statement of travel expenses form should be submitted within fifteen (15) days following completion of travel.

Cost Provisions for Student Meals

Meal costs must be reasonable in correspondence to actual students and cannot include parties outside of the group or team (such as siblings, parents, and/or other relatives) unless they are required chaperones whose meal costs have been pre-approved by the ASB. The following methods may be utilized for ASB groups on approved travel.

Meal Per Diem Method

Meal per diem is a method of reimbursing or providing for student meals when in travel status on an official district sponsored activity. ASB groups may utilize the tier that best suits their needs and available resources. The finance and business services department may approve modified rates for travel outside of the continental United States or for other unique circumstances. Receipts are not required under the meal per diem method. Standard tiers for student meal per diem rates, inclusive of tax and tip, are as follows:

Meal	Daily Per Diem-Tier 1	Daily Per Diem-Tier 2
Breakfast	\$5.00	\$ 6.00
Lunch	\$8.00	\$10.00
Dinner	\$12.00	\$14.00
Total Per Diem	\$25.00	\$30.00

Actual Expense Method

Original detailed invoices or receipts must be submitted along with a list of students served. Employee coach and advisor meals for overnight travel are still on district per diem even if using the actual expense method for the students.

ASB Travel Advances

ASB may advance meal per diem funds for approved student travel from their ASB imprest checking account. An ASB travel allowance request form must be submitted giving complete details of the travel. Funds advanced will be made payable to the district employee in charge of the activity. This individual will distribute the funds for student meals under the per diem method or shall utilize the funds under the actual expenses method. An itemized student travel advance list settlement report form, accompanied by any unexpended or undistributed portion of the advance, must be submitted to the employee ASB treasurer within five (5) days of travel completion. Further advances will be denied until the previous advance is properly accounted for.

Cross reference: [Board Policy 6213](#) Reimbursement for Travel Expenses

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