

REIMBURSEMENT FOR TRAVEL AND/OR EXPENSES

Travel Expenses

School personnel who find it necessary as part of their job to travel out-of-district will be reimbursed for expenses in accordance with the following:

- An employee must have approval by immediate supervisor to travel.
- Out-of-State travel for staff and student groups must be approved by the Superintendent or designee.
- Student trips within the state requiring an overnight stay must be approved by the building principal and Superintendent or designee.

MILEAGE

- Personal vehicle mileage reimbursements are required to have points of departure, destination and total miles. Travel to and from home will not be reimbursed.
- If more than one employee is traveling to the same event, the district will only pay mileage for 1 vehicle per 4 attendees. If more than one employee is attending an event, a district vehicle may be taken if available.
- Travel destinations within an 80-mile radius of the district are not eligible for lodging expenses unless the event is more than one day.
- Parking expenses will be reimbursed with a receipt.

LODGING

- Colville School District will make a reasonable effort to arrange lodging and can be paid via PO or credit card. If arrangements are not made ahead of travel, employee can check out a district credit card for the sole purpose of paying for lodging at the end of their stay. If employee chooses to make his/her own arrangements, lodging expenses are expected to be at reasonable and justifiable rates. The government or conference rate (whichever is lowest) should be requested. Itemized receipts are required for reimbursement of lodging.
- Lodging expenses will be paid for district employees only. If traveling with a spouse or family member, only the single room rate will be paid.

AIRFARE

- Colville School District will make reasonable effort to purchase airfare after approval by building principal or superintendent. If employee chooses to make arrangements on their own, itemized receipts must be included with the travel expense reimbursement. This option should be used when it is the most economical means of travel and the lowest rate must be attempted. Airfare expenses will be paid for district employees only.
- Baggage fees will be reimbursed with receipt for employees.

MEALS

- Meal reimbursements for out of-district travel will be based upon guidelines provided by the Washington State Office of Financial Management and US General Services

Administration. The per diem amounts, including tax and tip, are available at <https://www.ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>.

There is also a link on our website. No reimbursement will be made for meals included in the cost of the registration or when the hotel provides a continental breakfast. A copy of the conference agenda and/or registration listing provided meals is required.

- Meal reimbursement does not require a receipt and will be reimbursed at per diem rates.

To earn **breakfast** you must be in travel status by 7:00 a.m.

To earn **lunch** you must be in travel status by 11:00 a.m.

To earn **dinner** you must be in travel status by 6:00 p.m.

Non-Reimbursable Expenses

- Alcoholic beverages
- Meal costs that are included in the registration fee
- Room service meals
- Breakfast, if hotel provides a continental breakfast
- Personal telephone calls, postage and memberships
- Mileage to and from home
- Entertainment

Expense Reimbursements

Normal and customary practice for the purchase of supplies and services are conducted via the requisition and PO process. The District recognizes that unique circumstances may warrant an employee making a district purchase with personal finances. This should be a rare situation. In this event, a Reimbursement Request Form must be completed, signed by the employee and supervisor/administrator with accompanying receipts. Reimbursement Request Forms will not be accepted or processed if incomplete or lacking required documentation.

Reimbursements to Employee

Reimbursement requests will be made via the Reimbursement Request Form and must be signed by the employee and supervisor/administrator. Reimbursement Request Forms will not be accepted or processed unless accompanied by all required receipts, conference agendas, etc. as required by the reimbursement type.

Approved reimbursement requests will be paid on the following timeline:

- Expense Reimbursement received by the 1st of the month will be paid on the 5th of each month.
- Expense Reimbursement received by the 15th of each month will be paid on the 20th of each month.

February 10, 2020

Revised: June 24, 2020