

**Management Support**

**Reimbursement for Travel Expenses**

The actual and necessary expenses of a director, administrator, staff member or other representative of the district incurred in the course of performing services for the district, whether within or outside of the district, may be reimbursed in accordance with the approval and reimbursement procedures of the district.

The district may reimburse expenses for transportation, lodging, and meals incurred by employees and board members while on approved travel. The Superintendent or designee will establish travel procedures which will include reimbursement of approved travel expenses. Reimbursement for meals will be based upon established per diem rates. A staff member or district officer may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel. The district prohibits reimbursement for personal expenses or entertainment. All allowable reimbursements may not exceed the actual incurred expenses.

Reimbursement for travel expenses will be made in accordance with the federal internal revenue code and Internal Revenue Service regulations.

Cross References:      Board Policy 1731      Board Member Expenses

Legal References:      RCW    28A.320.050    Reimbursement of expenses of directors, superintendents, or other school representatives and superintendent candidates—Advancing anticipated    RCW 42.24.090      Municipal corporations and political subdivisions—Reimbursement claims by officers and employees—

                                 RCW 42.24.115-160    Charge cards and advancements for travel expenses  
                                 RCW 43.03.050      Subsistence, lodging and refreshment, and per diem allowance for officials, employees, and members of boards, commissions, or committees

                                 Chapter 3                   Accounting Manual for Public School District in the State of Washington

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