

POLICY NO. 3050
Adopted: 2-28-79
Amended: 7-23-86

TRAVEL

POLICY:

The Lake Stevens School District, in pursuit of its goals and objectives, will authorize necessary and desirable travel within the scope of RCW 28A.58.310. Travel within the district, necessary to carry out day-to-day activities, and out of district travel, necessary to keep abreast of new developments in the field of education, will be approved within budget limitations.

TRAVEL

PROCEDURES:

1. Authorization

1.1 Travel Within the District

Those employees whose regular daily activities require the use of their private vehicles to travel from one location to another within the district shall be eligible for mileage reimbursement. Only those distances given on the Mileage Chart will be used to compute reimbursements for travel from one location to another that are identified on the chart.

1.2 Travel Out of District Within 100 Miles

Travel out of district but within 100 miles one way by nonsupervisory personnel shall require prior approval by the immediate supervisor. Travel to be charged to a budget other than the immediate supervisor's requires additional prior approval by the individual responsible for that budget.

1.3 Travel Beyond a 100-mile Radius

Travel beyond a 100-mile radius requires prior approval of the Superintendent and the completion and approval of the Workshop and Observation Request Form.

1.4 Travel Out of State

Travel out of state by all employees requires prior approval by the Secretary of the Board and completion and approval of the Workshop and Observation Request Form. The Secretary of the Board will inform board members of employees traveling out of state.

2. Travel Arrangements with a Public Carrier

2.1 Reservations

When travel is by public carrier, employees will be reimbursed for the most economical rate. The type of public carrier will be determined by the Superintendent. In most cases, automobiles will be used for travel up to 250 miles and airfare for greater distances. Employees wishing to travel at rates higher than the most economical rate will pay the difference in price. The employee will make reservations with a travel agency, which will charge the Lake Stevens School District. He/she will inform the agency that a purchase order will be issued by the Lake Stevens School District.

2.2 Securing Tickets

Prepare a requisition in the regular manner with all the required authorizations and budget approval. A purchase order will be issued to the travel agency and the traveler may pick up the ticket at that agency.

2.3 Payment to the Travel Agency

The travel agency will submit an invoice to the Lake Stevens School District and the ticket will be paid through normal payment practices.

3. Reimbursement of Travel Expenditures

3.1 Mileage

Travel between employee's home and school location is not reimbursable. All authorized travel by private vehicle will be reimbursed at the rate per mile as established by the Board but not to exceed the IRS maximum allowed reimbursement rate per the Office of Financial Management website. Travel within the district must be reconciled to the Mileage Chart. Mileage for out of district travel will be based on actual speedometer readings. Approval for the Travel Expense Voucher by the traveler's immediate supervisor is necessary for reimbursement.

3.2 Vacation During Travel

If a person chooses to combine a vacation with his/her authorized travel, the rate of reimbursement for mileage shall not exceed the cost of round trip public carrier fare and no reimbursement shall be authorized from beginning to end of vacation days--inclusively.

3.3 Other Reimbursements

- 3.3.1 Employees will not be reimbursed for expenditures other than their own.
- 3.3.2 The costs of toll fees, ferry charges, lodging costs, and other charges directly attributable to travel will be reimbursed at actual cost on presentation of original detailed receipts in tact.
- 3.3.3 Meals and gratuities will be reimbursed up to the amount per day specified by the Board, assuming three meals per day. However, meals served as a part of an official convention/seminar sponsored meeting will be reimbursed at actual costs if evidence of the cost (i.e., registration form, meal ticket stub, etc.) is included as support when applying for reimbursement on the Travel Expense Voucher.
- 3.3.4 Meals and gratuities served as part of or during attendance at officially recognized meetings will be reimbursed.
- 3.3.5 Expenditures for gifts, cleaning, guests, and items of a personal nature are not reimbursable.
- 3.3.6 Registration fees, workshop costs, etc., will be reimbursed in full as approved prior to departure and upon submittal of original detailed receipts in tact.
- 3.3.7 Registration fees for courses or workshops offering academic credits for advancement on the salary schedule are not reimbursable under this travel policy.
- 3.4 Advancements for travel expenses are available as prescribed under RCW 42.24.120 - 42.24.160. An Advanced Travel Expense Request Form must be complete

and submitted to the District's Business Office prior to any advance of funds.

4. Forms - Completing and Routing

- 4.1 The Workshop and Observation Request Form is available on request to the Business Department. Routing and completion instructions are on the form.
- 4.2 The Travel Expense Voucher form may be obtained on request to the District Office. The form is self-explanatory. It should be completed in full with necessary original receipts in tact and forwarded by the traveler's immediate supervisor to the Accounting Department for processing and reimbursement. Original detailed receipts in tact are necessary for lodging, meals, parking (when possible), and registration.