



Financial Management - Series 7000

Reimbursement for Travel Expenses - 7335

The actual and necessary expenses of a director, administrator, staff member or designate 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. For purposes of this policy, travel expenses includes amounts paid for use of personal automobiles, other transportation, meals, lodging and related items that are necessary while in the conduct of official business of the district. 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. Entertainment or other personal expense will not be reimbursed.

Travel outside Washington State requires prior approval of the Board. Locations within 15 miles of the Washington State Border are not subject to the Board approval requirement.

Superintendent or his/her designee is directed to develop the necessary procedures to implement and administer this policy.

Legal References:

RCW 28A.320.050 Reimbursement of expense of directors, other school representatives, and superintendent candidates - advancing anticipated expenses

RCW 42.24.090 Municipal corporations and political subdivisions--Reimbursement claims by officers and employees

Adopted: 01-25-1996

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