

**Walla Walla School District
Travel Planning Guidelines**

The following travel guidelines are to be utilized by all staff members on all district-approved travel requests (See Administrative Procedure 6213). All travel arrangements (including purchase orders) are to be completed at the building/department level.

1. Trip Approval

Complete and submit the required advance Trip Approval Request form to supervisor and/or professional growth committee. An estimate of all expenses anticipated should be included. When the Trip Approval Request form is approved, it should be signed by the appropriate supervisor. Supervisors will indicate the appropriate budget number to be charged for the expense.

2. Meals

Meal reimbursement may not exceed the per diem meal reimbursement rate*. Walla Walla School District uses per diem meal reimbursement rates issued by the Office of Financial Management for Washington State and GSA for non-Washington State localities. Tax and tip are included in the per diem rate. Reimbursement for meal expenses will not be authorized when a traveler does not incur expenses for meals because they are furnished or when the meal cost has been included with the lodging rate or registration fee of a meeting, conference, convention, or formal training session. If claiming meal reimbursements while attending a conference or workshop, a conference/workshop brochure and agenda must be attached to the Travel Expense Voucher. Reimbursements for meals will not be authorized when meal was provided by conference or hotel. If claiming a meal reimbursement for person(s) in addition to yourself, one of the other parties must initial the bill. Taxable meals are meals which are claimed without an overnight stay and are subject to payroll taxes. Breakfast reimbursement will only be authorized if required to travel before 6:30 AM and dinner if still traveling after 6:30 PM. Taxable meal reimbursements will be included in your payroll check with appropriate withholding taxes deducted. All meal reimbursements must be requested on a Travel Expense Voucher

3. Lodging

The state government, federal government, or conference rate (whichever is lowest) should be requested for the hotel. When none of these rates are available, hotels with reasonable rates should be considered. A documented explanation is required when the hotel's rate exceeds the government rate*. When staying at a conference hotel and the rate exceeds the government rate, a conference brochure indicating the conference hotels or other documentation needs to be attached to Travel Expense Voucher or payment request. Original hotel receipts** must be attached to the Travel Expense Voucher. If claiming a lodging reimbursement for person(s) in addition to yourself, one of the other parties must initial the bill. Approved purchase orders are an indication of travel authorization. If a purchase order is not included, a signed invoice with budget number needs to be included. Room service/food charges included on a lodging receipt will not be reimbursed. Employee is responsible for paying these costs and submitting their meal expenses on a Travel Expense Voucher. Employees may be allowed to have a single room when traveling, if budget allows. If employee wants a single when budget not sufficient, the employee can pay for the additional cost for a single.

4. Mileage

Walla Walla School District uses the mileage reimbursement rates* issued by the Office of Financial Management. When more than one person is attending the same conference or training, employees should car pool or use a district van if over 4 people whenever possible. Supervisors will monitor the transportation line of the trip approval request form to confirm car pooling or vans are used when needed.

5. Other Transportation

When requesting a rental car, a mid-size car is considered adequate for reimbursement purposes. An upgrade to a larger car can be made at the renter's expense. Insurance should be requested and will be paid by the district. If the cost of a car is more than \$80.00 a day, an explanation will be needed to justify the cost. Original receipts** must be attached to the Travel Expense Voucher.

6. Miscellaneous Expenses

Miscellaneous reimbursement expenses include, but are not limited to: Taxi or shuttle fares (including a customary tip or gratuity), parking fees, and ferry and bridge tolls; Registration fees required in connection with attendance at approved conventions, conferences, and official meetings; Mandatory fees charged by lodging facilities for items such as room safes; Charges for checked baggage, if any, excluding overweight charges, for up to the first two bags on domestic flights. Original receipts** must be attached to the Travel Expense Voucher.

7. Travel Expense Voucher

Upon completion of the trip, the traveler should complete, sign, and date a district Travel Expense Voucher for any needed reimbursements, and obtain supervisor approval. An appropriately signed Travel Expense Voucher is an indication of expense approval for the trip. Required receipts,** including the Trip Approval Request form, shall be attached to the Travel Expense Voucher. Any reimbursements submitted that are incorrect or incomplete will be returned. Payee shall make a copy for their records.

*Per Diem rates for meals, mileage, and lodging are located on the Business Office webpage. These rates are subject to change and should be checked often.

**All reimbursement, with the exception of per diem meals, need to have a detailed vendor receipt; i.e., detailed cash register receipt, internet receipt detailing items purchased including amount paid by credit card and a zero balance to be owed, airline ticket, carrier ticket, or taxi-stamped receipt. Order confirmation forms, cancelled checks, copies of bills, or billing/credit card statements are not considered a receipt.