

Walla Walla Public Schools

BOARD POLICY

Policy No. 6213

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REIMBURSEMENT FOR TRAVEL EXPENSES

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 expense includes amounts paid for use of personal automobiles, other transportation, actual expenses for meals (or per-diem reimbursement in lieu of actual expenses for meals on overnight stays), 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 services such as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

Reimbursement for travel expenses will be made pursuant to the Office of Financial Management for in-state travel and U.S. General Services Administration for out-of-state travel.

Legal References:

- RCW 28A.320.050 Reimbursement of expenses 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
- Ch. 3, Sec. 4, Page 1 School Accounting Manual

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