

Walla Walla Public Schools

BOARD POLICY

Policy No. 6213

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; and actual expenses or reimbursement in lieu of actual expenses for meals on overnight stays only; 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.

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

Employees of the district traveling out of state on school business must secure approval from the board unless such travel is specifically provided as a provision of employee contracts. This does not include border cities in the states of Oregon and Idaho.

Staff members chaperoning students out of state for approved and scheduled student activities are not required to secure approval from the board of education.

The Superintendent will establish boundaries for out-of-district administrative retreats.

Legal References:	RCW	28A.320.050	Reimbursement of expenses of directors, superintendents, other school representatives, and superintendent candidates--Advancing anticipated
		42.24.090	Municipal corporations and political subdivisions--Reimbursement claims by officers and employees--Detailed account--Travel allowances and allowances in lieu of actual expense--Certification--Forms

State Auditor Bul. #301-III(D) Employee travel expenses

Adopted by the Board: July 16, 2002

Revised: February 19, 2008

Revised: July 21, 2009