TRAVEL AUTHORIZATION AND EXPENSE REIMBURSEMENT

The board recognizes that it may be necessary and beneficial for board members, staff, students and agents of the district to travel outside of the Tacoma School District in carrying out district-related operations.

Travel Authorization

A. International travel must be approved by the board in advance of such travel.

B. Travel outside of the state of Washington must be approved by the board in advance of such travel.

C. The superintendent or designee may authorize travel outside of Tacoma School District No. 10 and within the state of Washington. Requests to travel to Portland, Oregon, Vancouver, BC, and Victoria, BC, and within these metropolitan areas are to be treated as in-state travel.

Reimbursement

All reasonable, necessary, and substantiated expenses of an employee approved to travel by the board and superintendent or designee shall be reimbursable in accordance with district-adopted guidelines.

Employees traveling on behalf of the district and requiring a justified overnight stay shall be provided a daily per diem to cover all meals. The per diem allowance shall not exceed the approved IRS amounts.

Entertainment

Entertainment-related costs and alcoholic beverages are not construed to be incidental expenses and shall not be reimbursed.

Mode of Travel

A. The district shall reimburse based on the most economical mode of travel.

B. All air travel arrangements are to be coordinated through the district's designated travel agency and paid directly by the district to the vendor.

C. When air fares and the necessary related expenses (e.g., rental car) are more economical but the employee is authorized to travel by automobile, the district shall reimburse based on the most economical mode of travel.
Legal References:  
RCW 28A.320.050 Reimbursement of expenses of directors, superintendents, other school representatives, and superintendent candidates – Advancing anticipated Municipal corporations and political subdivisions-- Reimbursement claims by officers and employees-- Detailed account--Travel allowances and allowances in lieu of actual expenses-- Certification—Forms

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

RCW 42.24.115 Municipal corporations and political subdivisions -- Charge cards for officers' and employees' travel expenses.

RCW 43.09.2855 Local governments -- Use of credit cards.

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

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