

# ANACORTES SCHOOL DISTRICT #103

Adoption Date: 2/10/00 Updated 2010

Procedure No. 6213-P  
Management Support

## TRAVEL REIMBURSEMENT

Meetings, visitations, professional workshops and staff in-services may be reimbursed within reasonable limits.

Travel requested by staff and authorized by the appropriate administrator or travel authorized by the Superintendent or designee must serve further the educational mission, goals, and/or operation of the district.

Out-of-state or out-of-country travel requires prior board approval with the exception of Portland, Oregon.

Reimbursement of travel expenditures is limited to registration, lodging, transportation, meals (including reasonable tips not to exceed 15%) parking fees, and associated expenses.

Unless otherwise specified in an employment contract, staff may be reimbursed on a per diem basis limited to \$9 breakfast, \$12 lunch, \$18 dinner. Students who may travel and receive approval for meal per diem may be reimbursed \$5 breakfast, \$7 lunch, \$9 dinner. Breakfast reimbursement is allowed when departure from Anacortes is necessary before 8:00 a.m. Dinner reimbursement is allowed if return to Anacortes is necessary after 5:00 p.m. The school board will be reimbursed for meals on an actual cost basis.

Transportation (auto) reimbursement will be at the applicable federal mileage rate or actual cost of public transportation.

Receipts and other appropriate documentation are required for all expenses other than per diem meal reimbursements.

### ADVANCE TRAVEL

Advance travel funds may be requested for approved travel.

Advance travel funds may be approved for meals, lodging, and transportation costs seven days prior to departure date. Travel expenses may also be confirmed by purchase order. Advance travel may not be used for registration or air fare travel expenses.

In accordance with IRS regulations as of January 2000, advance travel funds may not be provided for meals that are reimbursed for travel that does not incorporate an overnight stay. In the case of meal reimbursement for one-day travel events, meals will be reimbursed after completion of travel and such meals will be subject to income taxation in accordance with IRS regulations.

An alternative means of payment is for the employee to pay for travel related expenses and request reimbursement for approved travel. Receipts for approved expenses must be submitted within the reimbursement request.

The advance travel form must be submitted and approved prior to scheduled departure date. Upon completion of travel, the employee must sign the reimbursement claim and return any unused funds to the district. Employees provided advance travel must reconcile and settle travel expenses with the district within 10 calendar days of travel completion.



# ANACORTES SCHOOL DISTRICT #103

Page 1 of 2  
Adoption Date: 10/10/02 Updated 2010

Procedure No. 6213-P  
Management Support

## **ITINERANT MILEAGE REIMBURSEMENT**

Itinerant travel may be reimbursed to employees. Reimbursement must be approved by the appropriate building or district administrator upon completion of the proper mileage claim form. Reimbursement may be for miles traveled in the employee's personal vehicle under the following conditions: (1) conducting school business when no district car is available; (2) specific assignments are at more than one building in the district and require travel between buildings. Reimbursement will be at the current federal mileage rate or specific employment contract.

Page 2 of 2

