

Procedure – Staff Travel Expenses

The district recognizes that staff may be required to travel within the district, in-state and out-of-state in the performance of their regular duties or as part of the regular or extra-curricular program. The district also recognizes that travel will be necessary at times to allow staff and students to attend meetings, conferences, conventions and workshops which will contribute to their professional growth and to the further development of district programs. This document provides guidance for staff travel. See Policy 2320 and Procedure 2320P for additional information on student travel for field trips, excursions, and outdoor education.

Travel Request/Approval

Prior to making any travel arrangements, Travel Request Form (B-100) must be submitted and approved by the staff member's immediate supervisor and by the administrator(s) responsible for the budget to be charged. In addition, superintendent or assistant superintendent authorization is required for travel outside of the country. Administrators and supervisors that approve travel requests are responsible to ensure prudent judgment is exercised in the purpose for and arrangement of out-of-district travel. District travel should be conducted at a minimum cost for achieving the purpose of the trip. Approved B-100s must be submitted to Purchasing prior to making travel arrangements.

Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

The B-100 must show the purpose of travel, meals, lodging, transportation, registration and any other estimated expenses that will occur during travel and the account code that is to be charged.

Routine local travel (i.e. daily mileage) does not require prior approval. Mileage to and from work is not reimbursable.

The following lists forms to use and the approval authority required for various types of travel:

Type of Travel	Forms Required	Approval Required
In-state and involves no Overnight stay	None	Supervisor-Administrator
Out-of-state, but within the US or if travel involves overnight stay	B100 and B150	Supervisor-Administrator
Outside the US	B100 and B150	Supervisor-Administrator and Superintendent-Assistant

Methods of Payment for Travel Expenses

As with all district purchasing, requisitions or district purchasing cards (p-cards) should be used to secure payment to vendors for travel when possible. Travel p-cards are available through Purchasing.

See additional details about general purchasing in Procedure 6210P.

The following are acceptable methods of payment by category of employee travel:

Purchase Order: registration, lodging, airfare, ground transportation (rental car, train, taxi, bus)

P-Card: registration, lodging, meals, airfare, ground transportation (except for rideshare services), and miscellaneous (parking, tolls)

Reimbursements: registration, lodging, meals, airfare, ground transportation, mileage, miscellaneous (parking, tolls).

Reimbursements

When possible purchases should be made through one of the standard purchasing methods: requisition, p-card or district checkbook. Reimbursements will only be issued AFTER travel has occurred and may not exceed \$500 per purchase.

Employees are required to turn in routine daily travel and expense requests monthly using the Employee Reimbursement Voucher (B-105). The purpose of the travel must be sufficiently described to justify the district purpose of the expense and allow supervisor verification. The report must also show each point of origin and destination.

B-105 forms must be submitted to Accounts Payable within one month of travel. Original, itemized receipts are required to be attached. Credit card receipts showing only the total amount paid are not sufficient.

Supervisors are required to verify that the travel and expenses being submitted by the employee are reasonable for their job duties. The supervisor should verify that all supplies and materials claimed are being used for district purposes and located on district property. Supervisors are required to sign employees' reimbursement requests as verification of the claims.

Claims for reimbursement for event expenses, including mileage, will only be honored during the fiscal year that the event took place. All claims must be submitted by September 30th of the following fiscal year.

Types of Travel Expenses

The Purchasing Department can assist in making travel arrangements after a B-100 is provided.

Lodging

Overnight stays within Snohomish or King counties are not reimbursable unless extenuating circumstances exist to make it impracticable to drive home. However, if staff members are acting in a custodial or supervisory role for students who are lodging overnight and it is part of their official duties, then overnight lodging is authorized in Snohomish and King Counties.

Hotel reservations may be secured with an employee's personal credit card or the district p-card. If district p-card use is not possible, employees can be reimbursed for lodging costs. Reimbursement for

lodging is limited to actual costs for single occupancy at a reasonably priced hotel/motel/Airbnb/VRBO. Government or conference rates should be requested when available.

If more than one staff member uses a hotel room, reimbursement may be claimed by the individual making payment, with reference to the other individual(s) using the room.

Detailed receipts for out-of-pocket or p-card expenditures are required to be submitted upon return.

Meals

The district will pay for actual meal costs, excluding alcoholic beverages. Cost is expected to be reasonable for the time of day and travel location. Itemized receipts are required to be submitted as backup documentation. If meal costs include other employees, state names of those employees. If meals are included in conference registration cost, no reimbursement will be made for meals unless special dietary needs cannot be met. Meal costs will be approved only when an employee is in travel status and not when an employee works extra hours at the assigned work location.

Local Travel (No Overnight Stay):

For local travel assignments not involving an overnight stay, meal costs shall be reimbursed only in the following cases:

1. When a meal taken at a workshop, conference or meeting is part of the agenda and the cost of the meal has not previously been paid with the registration fee. The purpose of the meeting and list of attendees must be noted. In many cases a copy of the agenda will provide this information.
2. When directed or required to attend mealtime business meetings, including community or public relations meetings. The purpose of the meeting and list of attendees must be noted. In many cases a copy of the agenda will provide this information.
3. When an employee has been in travel status for more than 12 hours.

Payment for meals during non-overnight travel is taxable and will be reimbursed by direct deposit into the same bank account used by payroll.

For more information on food and beverage purchases for trainings and events please refer to Policy 6710 and Procedure 6710P.

Transportation

A. Airfare

Air travel should be at the lowest fare available or coach class. The employee may arrange for his/her own travel provided approval has been secured. Note that travel organized through Travelocity or Expedia is difficult to cancel and does not always provide the best pricing. Purchasing will, upon request, arrange air travel.

Employees should pay for airfare with a district p-card. If necessary, employees may pay with personal funds and be reimbursed up to \$500 upon completion of travel. The flight itinerary, along with the original charge slip and/or detailed sales receipt are required as backup. Receipts or other proof of payment will also be required for any necessary baggage fees.

B. Ground Transportation

The least expensive mode of ground transportation to reach the destination should be taken, considering time and availability. Many hotels offer complimentary shuttle service, which should be used when available.

The cost of taxis to and from places of business, hotels, airports, or railroad stations in connection with district activities is reimbursable only when more economical modes of transportation are not available or are inconvenient or inconsistent with business requirements.

1. District Vehicle

When traveling by district vehicle, fuel costs, parking (see “Other Travel Expenses” below), tolls and ferry fares are reimbursable or the p-card can be used. In case of mechanical failure, refer to the Transportation Department information packet in the vehicle glove compartment.

2. Rental Vehicle

Travel by rental vehicle is limited to situations where the use of personal or commercial transportation is not available, impracticable, or more expensive. The district will not pay for any optional insurance coverage on rentals.

Only district employees may drive rental vehicles paid for by the district. If non-employees drive rental vehicles, the vehicle must be leased on their personal credit card and their insurance is primary. Vehicle rental costs, to the extent required for official business, are reimbursable. Fuel, parking (see “Other Transportation” below), tolls, and ferry fare are also reimbursable.

Economy or compact vehicles should be rented unless a larger size is necessary to accomplish official travel. Rental of vehicles rated to carry more than ten people, including the driver, is prohibited. The district shall authorize only one rental car for each four staff members when more than one staff member uses a rental car.

For vehicle rental outside the U.S., the purchase of Collision Damage Waiver (CDW) is required and reimbursable. CDW, if renting within the U.S. is not reimbursable.

To rent a vehicle, book through Enterprise Rent-A-Car and ask for state contract rates, which includes CDW.

3. Privately-Owned Vehicle/Mileage Reimbursement

Employees in travel status may drive their personal vehicle and be reimbursed for the actual mileage. When two or more persons are attending the same conference, plans should be made to use the minimum number of vehicles necessary to transport everyone.

Mileage is reimbursed at the Internal Revenue Service (IRS) rate per mile in effect at the time of travel. Only parking, tolls, and ferry fare are reimbursable above the IRS rate. Fuel costs are considered when the mileage rates are set and will not be reimbursed separately. Towing, repair costs, liability from accidents, and fines for traffic violations are not reimbursable.

Employees using their personal vehicles for in-district travel are entitled to reimbursement. Miles between district locations are automatically populated on the electronic version of the Employee Reimbursement Voucher (B-105). For out-of-district travel the purpose of each trip must be described in a manner sufficient to verify the business purpose. Mileage to and from home to the employee’s primary work location is considered commuting and will not be reimbursed.

Examples of in-district travel that are not reimbursable:

- Travel from home back to school for a night meeting or event.

- Travel to/from home to work on a weekend for overtime.

Travel from home back to another school or location is *not* commuting and is reimbursable.

C. Other Transportation

The actual cost of parking is reimbursable with receipt. Travelers should seek to obtain the most reasonable parking accommodations consistent with safety and travel timelines. Airport shuttles or two round trips in lieu of parking expense may be reimbursed.

Other transportation (ferries, taxis, shuttles, trains, buses, rideshare programs) is allowable as long as the transportation was used for district business, has been approved, and proper documentation exists.

District p-cards may not be used for rideshare services such as Uber and Lyft because of the requirement to save a card number in the rideshare application. This creates the possibility of using the card for personal use. However, employees may be reimbursed for rideshare costs provided that district policies and procedures are followed.

Other Travel Expenses

Other allowable expenses include the following:

- Laundry/dry cleaning, if travel is for more than three consecutive workdays.
- Customary tip to waiters, bellhops, and porters.
- Currency conversion, visa, and immunization costs for authorized overseas travel.

Examples of Non-allowable Expenses

The following expenses are not reimbursable:

- A. Alcoholic beverages, meals or snacks other than regular meals (i.e. coffee, gum);
- B. Meals and other incidentals charged to rooms (i.e. room service);
- C. Personal telephone calls, postage, and memberships;
- D. Mileage to and from home;
- E. Mileage for school levy promotions and other nonofficial school functions;
- F. Entertainment;
- G. Expenses for travel extending beyond the time required for the meeting or business, unless it is in the district's financial interest to extend the travel over a Saturday night or such other rate advantages;
- H. Expenses incurred by non-employees traveling with the staff member, including room surcharges;
- I. Travel/Trip insurance; and
- J. Value of lost or stolen personal property.

Vacations in Conjunction with Business Travel

Occasionally, travelers may plan vacations to coincide with district business travel. When that occurs, the traveler is expected to maintain accurate and detailed records to distinguish personal expense from district expense.

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Edmonds School District
Revised Dates:

