

## Travel Request/Expenses

The actual and necessary expenses of a School Board member, director, administrator, staff member or designate incurred in the course of performing services for the school district, whether within or outside of the La Push, WA area, may be reimbursed in accordance with the established approval and reimbursement procedures. For purposes of this policy, travel expense includes amounts paid for use of personal automobiles or other transportation, and actual expenses or reimbursement in lieu of actual expenses for meals, lodging, tolls, parking, and related items that are necessary while in the conduct of official business of the school district. A staff member or school official 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 school business or other approved travel.

Reimbursement for travel expenses will be made pursuant to the federal internal revenue code, General Services Administration (GSA) and Internal Revenue Service regulations.

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

## Management Resources

Policy News, April 2005  
Policy News, December 1999

Credit Card Policy Updated  
IRS rules impact travel reimbursement