

REIMBURSEMENT FOR TRAVEL EXPENSES

The actual and necessary expenses of a Board Director, administrator, staff member, or designate of the NWESD 189 incurred in the course of performing services for the NWESD 189, whether within or outside of the NWESD 189, may be reimbursed in accordance with the approval and reimbursement procedures of the NWESD 189. For purposes of this policy, travel expense includes amounts paid for use of personal automobiles and other transportation, and actual expenses or reimbursement in lieu of actual expenses for meals, lodging, and related items that are necessary while in the conduct of official business of the NWESD 189. A staff member or NWESD 189 officer may be reimbursed for gratuities not exceeding 20% 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 NWESD 189 business or other approved travel.

Reimbursement for travel expenses will be made from budgeted program/department funds pursuant to the federal Internal Revenue Code, Internal Revenue Service regulations, and State Office of Financial Management (OFM) regulations/guidelines.

These travel policies are applicable to NWESD 189 employees, consultants, advisory committee members, and Superintendent-authorized representatives. However, payment of per diem amounts in-lieu of receipts for actual costs is limited to employees.

Travelers are expected to exercise the same care in incurring costs for meals and lodging that a prudent person would exercise for personal purposes. Employees have the responsibility to ensure that all travel is reasonable, cost effective, directly work-related, obtained at the most economical price, and necessary for NWESD 189 business. Excess costs are those costs which are not considered the most economical to NWESD 189. Employees are personally responsible for excess costs incurred for personal preference or convenience (OFM 10.10.15).

When scheduling meetings or conferences, first preference must be given to locations at other ESDs, school districts, or other governmental facilities (OFM 10.10.55.a).

Employees are encouraged to utilize alternatives to travel, as well as less expensive means of travel. These methods should include, but are not limited to:

- 1) teleconferencing, video conferencing;
- 2) video recordings, published reports;
- 3) car pooling, public transportation;
- 4) reduced frequency of regularly scheduled out-of-town meetings;
- 5) restricting the number of staff traveling to the same destination; and
- 6) coordinating between departments for joint travel.

## **Board of Directors**

Travel costs of NWESD 189 Board members will be paid in accordance with the provisions of RCW 28A.310.160: “The actual expenses of educational service board members in going to, returning from, and attending meetings called or held pursuant to district business or while otherwise engaged in the performance of their duties under this chapter will be paid; all such claims will be approved by the educational service district board and paid from the budget of the educational service district.” [Note: The State Auditor’s Office has determined that such “actual expenses” must be reasonable in amount.]

## **Meals and Lodging**

Meal and lodging costs are generally the obligation of the employee and are not reimbursable. However, the cost of lodging and certain meals incurred by employees and others while in the conduct of official NWESD 189 business are reimbursable.

Reimbursement for meals and lodging will be in accordance with the provisions and at rates established by the Office of Financial Management (OFM 10.90.20). Except that as the NWESD 189 Board encourages staff attendance and participation at its regular business meetings, the actual cost of the meal prior to such meetings may be provided for employees who attend the related NWESD 189 Board meeting at the request of the NWESD 189 Board, or the Superintendent on the NWESD 189 Board’s behalf.

## **Transportation**

Reimbursement for the use of a private vehicle will be at a mileage rate established by the Office of Financial Management (OFM 10.90.20).

Transportation by common carrier (airline, rail, bus, etc.) is to be arranged for tourist class by the most direct route (OFM 10.50.45).

## **Travel Requests**

In-State Travel: In-state travel involving overnight lodging must be approved by a program administrator and the Superintendent, or designee. In-state travel **not** involving overnight lodging must be approved by a program administrator.

Out-of-State Travel: Out-of-state travel for NWESD 189 employees (except those employed in cooperatives) must be approved by the Superintendent and the Board. Additionally, out-of-state travel for NWESD 189 cooperative employees must be approved in the minutes of cooperative advisory committee meetings and attached to the travel request prior to being submitted to the Superintendent for approval.

**Advance Travel Account**

An advance travel account is provided to make available advance funds for incurring anticipated reimbursable travel costs when employees and Board members are required to incur reimbursable travel costs.

A travel advance may be made only to NWESD 189 Board members and employees (excluding temporary employees) related to approved overnight travel necessary for NWESD 189 business.

**Light Refreshments**

Light refreshments are authorized to be served at NWESD 189 sponsored meetings and training sessions with prior written approval. This authority is not intended for normal daily business of employees or officials, but rather for NWESD 189 sponsored meetings and training sessions. The Superintendent should develop procedures to assure for the appropriate use of this authority.

**Travel Reimbursement**

The Superintendent will develop procedures for all travel claims to be approved prior to payment.

Reimbursement for lodging and subsistence will be made in accordance with rates developed by the State of Washington Office of Financial Management (OFM 10.90.10).

**First Reading:**

- Second Reading: 04/16/80 (as 3421)
- Revised: 05/18/81 (as 3421)
- Revised: 07/31/81 (as 3424)
- Revised: 09/28/83 (as 3421)
- Revised: 12/14/83 (as 3421)
- Revised: 12/12/84 (as 3421)
- Revised: 01/28/87 (as 3421)
- Revised: 03/25/87 (as 3424)
- Revised: 02/24/88 (as 3421)
- Revised: 04/27/88 (as 3421)
- Revised: 09/25/91 (as 3421)
- Revised: 12/18/91 (as 3414)
- Revised: 02/26/92 (as 3414, 3421, 3424)
- Revised: 04/28/93 (as 3421)
- Revised: 10/27/93 (as 3421)
- Revised: 11/22/99 (as 3421)
- Revised: 06/27/01 (recodified 6213)
- Revised: 08/28/02
- Revised: 01/02/04
- Revised: 06/28/05
- Reviewed: 11/21/05
- Reviewed: 08/22/07
- Revised: 01/27/16
- Revised: 05/23/18

**Reference:**

- RCW 28A.310.160
- RCW 28A.310.220
- RCW 28A.320.050
- RCW 42.24.090
- RCW 43.03.050
- RCW 43.03.060
- State Auditor Bul. #301-III(D)
- OFM Regulations/Guidelines