

North River School District #200

Board Policy

No 5341 (a)

Reimbursement for Travel Expenses

The Board of directors recognizes that travel may be necessary in order to effectively meet the needs of the school district. The actual and necessary expenses of a director, administrator, staff member or designate of the District incurred in the course of performing services for the District whether within or outside of the District, may be reimbursed in accordance with the approval and reimbursement procedures of other state agencies. For purposes of this policy, travel expense includes amounts paid for use of personal automobiles, 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 District. Only meals that are on an overnight stay or part of a working conference will be reimbursable. A staff member or District officer may be reimbursed for gratuities not exceeding customary percentages 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 District business or other approved overnight travel.

Legal References:

RCW 28A.320.050 Reimbursement of expenses of directors, superintendents, and other school representatives, and superintendent candidates – Advancing anticipated

RCW 42.24.090 Municipal corporations and political subdivisions- Reimbursement claims by officers and employees – Detailed account – Travel allowances and allowances in lieu of actual expenses – Certification – forms State Auditor Bu. #301-111 (D) – employee travel expenses.

Adopted: February 9, 2000

Updated: March 13, 2001