# Reimbursement for Travel Expenses

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 the district. 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. 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 services such as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

Reimbursement for travel expenses will be made pursuant to the federal internal revenue code and Internal Revenue Service regulations.

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| Legal References: | RCW 28A.320.050 Reimbursement of expenses of directors, other school representatives, and superintendent candidates — Advancing anticipated expenses<br>RCW 42.24.090 Municipal corporations and political subdivisions — Reimbursement claims by officers and employees<br>Ch. 3, Sec. 4, Page 1 School Accounting Manual |
| Management Resources: | Policy News, April 2005 Credit Card Policy Updated<br>Policy News, December 1999 IRS rules impact travel reimbursement |

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