

Reimbursement for Travel Expenses Procedures

1. Travel and expenses related to travel shall be reimbursed by the school district only when approved by the board or the board's designee.
2. Approved travel shall be reimbursed at the actual cost for tickets (all air travel shall be economy class) or at the prevailing Washington State mileage rate (round-trip AAA miles) when private automobile is the mode of travel. When more than one (1) person [up to four (4)] is traveling to the same location, joint travel shall be required. Exceptions must be approved in advance by the associate superintendent.
3. Registration costs, excluding membership dues, and lodging shall be reimbursed by the school district when receipts are provided.
4. The daily per diem rate for meals while traveling in state is forty dollars (\$45) [breakfast ten dollars (\$10); lunch twelve dollars (\$15); dinner eighteen dollars (\$20)]. The daily per diem rate for meals while traveling out of state is forty dollars (\$50.00) [breakfast ten dollars (\$10); lunch fifteen dollars (\$15); dinner twenty dollars (\$25)]. The per diem rate will be paid for eligible meals that are not included with registration. This rate may be adjusted by the superintendent after notification to the board.
5. The district reserves the right to monitor all claims for reasonableness and to adjust them unilaterally.

Authorization to travel out of state must be approved by the board prior to the date of travel. Contiguous areas [any community located within twenty (20) miles of the border of Washington State] will be classified as out-of-district travel and not out-of-state.

Travel money will be allocated on a district or building level through the respective program budgets.

Yakima School District board members may petition for actual expenses for any of their travel conducted on behalf of the school district.

Adoption Date:

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