

Travel Request Reimbursement Instructions

This is the only form now required to seek approval for travel, request advance travel funds, and/or file a claim for reimbursement of travel and sundry expenses. **FOR ADVANCE TRAVEL, CONFERENCE INFORMATION MUST BE ATTACHED (such as brochure, registration info, agenda...)**

The travel request must show estimated costs for meals, lodging, transportation, registration, substitute if required, and other expenses for which reimbursement shall be requested upon completion of travel and the budget category to which reimbursement is to be charged.

Travel requests must be approved by the staff member's immediate supervisor prior to submission to the district office. **Out-of-state travel must be approved by the board** (except Portland, Oregon). For board approval, requests must be received by the superintendent no later than one week prior to the board meeting.

Payment for transportation, lodging, and registration fees shall be made through normal purchase order procedure when possible.

Eligible Expenses

The following travel expense rates, including gratuity, apply unless other rates are pre-authorized by the superintendent or designee:

Lodging: **Paid at state reimbursement rates (\$50 or more, See Per Diem Rates)** -- Itemized receipt required. Conference rate if staying at the hotel of the conference.

SEE TRAVEL MAP FOR LODGING, MEAL, AND MILEAGE RATE – Current map is on district web - **To Qualify employee must be in travel status 3hrs before or after the core working hours of 8 AM through 4 PM**
<http://www.toppenish.wednet.edu/admin/BusinessOffice/Index.htm>

| * <i>Meals</i> | <i>Travel Status</i> |
|----------------|--|
| Breakfast | Travel status before 7 a.m. |
| Lunch | Travel status between 11 a.m. and 1 p.m. |
| Dinner | Travel status after 1 p.m. and return after 6 p.m. |

***Do not claim meals included with registration fees.**

Commercial Transportation: Tourist Rate -- Canceled ticket is receipt.

Ineligible Expenses

You may not spend district funds or be reimbursed for: alcoholic beverages, food other than meal allowance, personal telephone calls, membership fees, mileage from home to your regular work assignment, mileage for school levy promotions, entertainment, or other nonofficial school functions.

Advance Travel

If you wish to receive travel funds for food and incidentals in advance of the approved trip, you may indicate the amount of your request on this form. Approved Advance Travel Requests must be submitted to the Accounts Payable Department five (5) business days prior to travel to ensure availability of funds. Advance travel funds should not be used for mileage, payment of airline tickets, preregistration fees, or reimbursement of travel expenses already incurred.

Advance travel funds will not be issued for less than \$50, except in an extreme emergency.

An Expense Record must be kept to document use of travel funds. This expense record and any unused funds must be submitted to accounts payable within 10 days following the authorized travel period. **State law requires interest to be charged on overdue returns. Additional advance travel funds cannot be issued to any person with an overdue expense record. Repeated overdue returns may result in denial of future advance travel funds.** If your expenses exceed the advance, this expense record serves as your claim for reimbursement.

Reimbursement of Claims

The district accounts payable schedule requires that certified claims be submitted to the district business office by the 10th of the month for approval by the Board.

This form may also be used to file a claim for reimbursement of approved mileage in a personal vehicle inside the district. The claim must show point of departure and destination for each travel segment.

Emergency Procedure

In the event of a travel emergency, if you are unable to reach your superior, make prudent decisions and report them as soon as possible.

12/01/2010