

## **Reimbursement for Travel Expenses**

The actual and necessary travel 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 vehicles, other transportation, conference or meeting registration, expenses for meals, lodging, and related items that are necessary while in the conduct of official business of the District. Personal expenses incurred during the course of approved travel by the employee are not reimbursable.

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

Travel support by the District should provide minimum interruption to classroom teaching and prudent judgement should be used in approving travel to ensure a benefit to the Green Mountain School District and its educational programs. Travel expenses shall represent a judicious use of public monies.

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<b>Cross References:</b>	Board Policy 1731 Board Policy 6212	Board Member Expenses Purchase Cards
<b>Legal References:</b>	RCW 28A.320.050  RCW 42.24.090  Ch. 3, Sec. 4, Page 1	Reimbursement of expenses of directors, other school representatives, and superintendent candidates – Advancing anticipated expenses Municipal corporations and political subdivisions Issuance of charge cards to officers and employees for travel expenses School Accounting Manual
<b>Management Resources:</b>	Policy News, April 2005 Policy News, December 1999	Credit Card Policy Updated IRS rules impact travel reimbursement

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