In accordance with Shoreline School Board Travel Policy #5341, the following are guidelines for travel authorization and reimbursements. Please refer to Board Policy #2320P for student travel guidelines.

**A. Travel Authorization**

A Form PS102 (or other means) is to be completed in advance for any out-of-district travel exceeding four (4) hours or requiring a substitute. The Form PS102 must be signed by the supervisor.

**Professional Leave** – Approved requests shall indicate who will be responsible for paying for the substitute and any expenses.

**Overnight Travel** – Needs prior approval from Supervisor and Superintendent or designee. The request must include expenses for which reimbursement will be sought. The funding source needs to be provided as well as a copy of the employee's PS102. The Travel Authorization Form may be obtained from the Purchasing Department. Forms must be signed by the Supervisor and Superintendent or designee and received by the Purchasing Dept. prior to any purchase order approval. If assistance is needed with travel arrangements, please contact the Purchasing Department.

**International Travel** (outside United States and British Columbia) – Requires approval by the Superintendent or designee. The process is the same as for overnight travel but requests **must be made at least 30 days in advance**.

**B. Local Travel Mileage Reimbursement**

1. The mileage rate, as issued by the Washington State Office of Financial Management, will be used for automobile mileage for District personnel for authorized local and itinerant travel. The current rate is $0.625 per mile.

2. For parents who provide transportation to schools outside the Shoreline School District, payments will be made to the parents for children who cannot be served by the District transportation program in accordance with the special education program at the District established per mile rate. (This must be processed through the appropriate Purchasing/Accounts Payable system.)

**C. Travel Advances**

An employee may receive a travel advance if the estimated total expenses will exceed $50. Request for Travel Advance Forms are available in the Accounting Office and must be turned into Accounting at least five (5) working days prior to the date the check is needed. Travel advances must be settled with the Accounting Office within five (5) working days after the employee completes travel.

**D. Fuel Charge Cards**

An authorized employee may be issued a fuel charge card from the Purchasing Department for the sole purpose of purchasing fuel, motor oil and other defined vehicle related expenses for use with District owned vehicles only on official District business. The return of the card with original receipts is due immediately upon completion of travel.

**E. Reimbursement of Expenses**

A separate Travel Expense Voucher is to be completed for each trip. Submit the completed form with approval signature(s) to the Purchasing Department within thirty (30) days from the date of return for the trip. Reimbursements for mileage only may be logged, accumulated and submitted quarterly. Each individual is responsible for his/her own travel related expenses except where noted below. Prepayments of expenses are not allowed, please refer to Travel Advances.
1. A copy of the conference (itemized) agenda/schedule must be attached.

2. Per Diem subsistence allowances will be paid to the amounts listed below; therefore, receipts are not required. Per Diem claims for meals, which are provided/included as part of a workshop, conference or event, are not permissible.

3. In order to claim a complete day of subsistence for food, the individual must leave prior to 6:30 a.m. and return home after 6:30 p.m.

   **Maximum Employee Per Diem/Subsistence Allowances:**

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<tbody>
<tr>
<td>Breakfast</td>
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<tr>
<td>Lunch</td>
<td>11.50</td>
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<tr>
<td>Dinner</td>
<td>23.50</td>
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<td><strong>$44.50</strong></td>
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4. **Lodging**
   Employees are encouraged to seek the most economical rate available. Generally, this is the hotel where the conference is held or the conference has arranged for lodging. An original itemized hotel billing, in your name, indicating a zero (0) balance must accompany the reimbursement request. Prior authorization must be obtained from the Purchasing Department when reasonable lodging cannot be found within the $150 per day maximum limit and/or where a conference or seminar is held at a hotel where the rates exceed the $150 limit.

   **In order to claim lodging, the individual must be outside the District overnight.**

5. Employees will be reimbursed for actual expenses incurred for parking or vehicle storage fees and commercial transportation costs (i.e. taxi, airline tickets, etc.). Original receipts must accompany the reimbursement request. If air travel is purchased via other means (i.e. on the Internet or through a travel agent), then the cost of the airfare must be equivalent to or less than what the Purchasing Department would have been able to procure. All receipts and ticket stubs must be attached to the voucher for reimbursement.

6. Employees will be reimbursed for actual expenses incurred for conference registration fees. Conference registration fees may be prepaid when possible, by submitting a completed and approved Requisition Form.

7. Miscellaneous expenses incurred while traveling not covered in Items 1 through 6 above must be accompanied by an explanation of the expense and an itemized paid receipt to be considered for reimbursement.

8. When a rental car is required, employees must obtain prior authorization from the Purchasing Department and are encouraged to seek the most economical rate. When feasible, employees must carpool in one rented vehicle. Original receipts must accompany reimbursement requests.

9. When an employee’s own vehicle is used for transportation (personal convenience), include the total number of miles driven on the appropriate form. The mileage will be reimbursed at the established mileage rate.

**F. Non-Reimbursable Expenses**

The following are expenses that are not reimbursable (including any applicable taxes):

1. Alcoholic beverages.
2. Personal expenses such as movies, postage, laundry and dry cleaning.
3. Mileage to and from home.
4. Mileage for school levy promotions, political activities and other non-official school functions.
5. Entertainment.
6. Expenses for spouses or others traveling together.