

La Center School District #101

Travel Procedures

Effective August 1, 2006

Mileage Reimbursement:

Employees shall be reimbursed at the current State of Washington accepted rate per mile for all miles driven in their personal vehicle on district business. Employees shall have these trips pre-approved by their immediate supervisor, and are required to document on a trip by trip basis the actual miles driven. Claims for reimbursement for mileage shall include this exact trip mileage, as well as a brief description of the purpose of the trip.

Meal Reimbursement:

Employees shall be reimbursed for a per meal basis for meals served while on official travel status. Official travel status begins on any day that the employee is required to be away from the district region for more than 3 hours before and/or after they're normally scheduled hours. For the purposes of meal reimbursement the "district region" shall be defined as all of Clark and Cowlitz counties. The cost of all meals will be reimbursed beginning with the first meal served after the leaves the district on a trip that will qualify as official travel status. Reimbursements will continue through the duration of that trip, until the last meal is served before returning to the district region. It is assumed that meals will be served at the following times, for purposes of meal reimbursement:

Breakfast:	7:00 AM to 8:00 AM
Lunch:	12 NOON to 1:00 PM
Dinner:	6:00 PM to 7:00 PM

Examples:

1. Employee A's normal work assignment calls for him to work 7:30-3:30. He leaves at 6:30 AM to drive to Spokane for a conference. He returns the following night at 7:30 PM. This employee is entitled to all three meals for both days (since they did not return to the district region until after 7:00 PM, which is the end of the normal dinner hour).
2. Employee B's normal schedule is 8:00 AM to 5:00 PM. She leaves at 10:30 AM to drive to Olympia for a meeting. She returns at 6:30 PM the same day. This employee is not entitled to any meal reimbursements, since she never qualified as being on official travel status (3 hours beyond her normal schedule).
3. Employee C's normal schedule is 7:30 AM to 12:30 PM. He leaves at 6:30 to attend a conference in Portland. He does not return until 4:30 PM. This employee is entitled to breakfast and lunch (since those two meals would normally be served while he was outside the district region and he exceeded the 3 hours beyond normal schedule test).
4. Employee D's normal schedule is 9:00 AM to 1:00 PM. She leaves at 8:00 AM to fly to San Francisco for a conference. She does not return until 9:00 PM the following day. This employee is entitled to meal reimbursements starting with lunch on the first day and ending with dinner on the second day.

Exceptions to the following guidelines will be made for business meetings where a meal is served inside the district region, under the stipulation that there is adequate justification for holding the meeting during mealtime and an agenda and list of attendees is presented with the claim for reimbursement.

The per meal rate of reimbursement for all travel in Washington, Oregon, and Idaho will be:

Breakfast:	\$10.00	Lunch:	\$12.00	Dinner:	\$17.00
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If employees have occasion to travel outside the states referenced above, please notify the district business office prior to travelling, to get the per meal rates relating to the area of your travel.

Whenever meals are provided by either a conference or hotel (as part of the lodging rate), employees will not be reimbursed for that meal, whether they choose to utilize the free meal or not.

This procedure removes the need for employees to submit actual receipts for meals purchased while traveling on district business. Staff will be required to report only the dates, times departing and returning, destination and purpose of travel.

Lodging:

Employees should make every effort to stay at hotels that will accept district purchase orders and bill the district directly. However, when that is not possible employees may pay for their lodging and seek reimbursement from the district.

In either case, the maximum nightly rate that the district shall pay for lodging is \$100.00/night in all of Washington, Oregon, or Idaho, with the exception of King County, Washington. Within King County the maximum lodging rate shall be \$135.00/night.

If traveling outside the above-specified areas, or if exceptional circumstances exist preventing employees from finding reasonable accommodations within the specified maximums, employees may seek prior approval to exceed the maximums directly from the superintendent.