

### TRAVEL EXPENSE REIMBURSEMENT

To expedite your travel reimbursement, please complete the information below; attach all receipts, excluding meals and sign. The travel policy is included with this form for clarification. **Please note: Do not put multiple meetings on one form.**

\*Please complete the form in its entirety for accurate reimbursement.

\*Name: \_\_\_\_\_

\*Address: \_\_\_\_\_  
\_\_\_\_\_

\*Purpose of Trip: \_\_\_\_\_

\*Meeting Date: \_\_\_\_\_

\*Meeting Location: \_\_\_\_\_

\*Date/time You Left Home: \_\_\_\_\_

\*Date/time You Returned: \_\_\_\_\_

\*Number of Miles Driven: \_\_\_\_\_

\*Parking Costs Incurred: \_\_\_\_\_

\*Meals provided at the meeting \_\_\_\_\_

\*Other Travel Costs: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**You are required to use the state's mandatory contracts for Authorized Travel Agents, Airlines, and Rental Cars.** All arrangements must be made through SBE administrative staff. To ensure you receive your reimbursement in a timely manner please complete this form and return it to the SBE office within **thirty (30) days of travel** to the address above or email to [loy.mccolm@k12.wa.us](mailto:loy.mccolm@k12.wa.us) and [Ashley.harris@k12.wa.us](mailto:Ashley.harris@k12.wa.us)

## State Board of Education Board Member Travel Policy

- » Travel must be approved in advance by SBE Executive Director or Designee.
- » Airline arrangements must be made by SBE staff at all times, with no exceptions. If this rule is not followed, you will not be reimbursed for your flight.
- » Hotel arrangements should be made by SBE staff—with the exception of individual meetings, approved by the Executive Director or Designee. Individual liaison meetings are billed to you and the SBE staff will require a receipt of payment, which must be at per diem rate or lower. When SBE staff reserve individual meetings for members, the room must be held with a your personal credit card. You are responsible for paying the bill and submitting the receipt to staff for reimbursement. **Please note:** If you do not have the receipt, you will need to get a copy from the hotel. Reimbursement cannot be made without a receipt.
- » Attendance at meetings such as WSSDA, liaison, and others approved by the Executive Director or Designee must be submitted on the [Meeting Request Form](#) and sent to administrative staff ONE WEEK prior to the meeting. If this form is not received before the meeting occurs, the fiscal office has the authority to deny the reimbursement. **Please note:** this form is NOT needed for Board meetings.
- » Requests for travel reimbursement must be accompanied by the SBE Travel Expense Reimbursement form and must include the following:
  1. Exact dates and times of travel (a.m. and p.m. specified).
  2. Exact location of the meeting.
  3. No additional reimbursement for food and/or lodging costs will be paid if:
    - Traveler elects to travel well in advance of time necessary for arrival.
    - Traveler elects to stay overnight for a one-day meeting (unless approved by the Executive Director or Designee).
    - Traveler elects to remain at the destination after the work assignment is completed for the traveler's convenience (unless approved by the Executive Director or Designee).
    - Meals are furnished at the destination during the specified meal time period (even if Member chooses not to eat or leaves early). Please indicate on the form if meals were provided at the meeting for individual meetings.
    - Breakfast (which includes *hot food*) is provided as part of the room reservation or a hot breakfast is served at the meeting location.
  4. To qualify for meal per diem reimbursement, a Member must be in travel status for the following periods:
    - Breakfast: 6:30 a.m. to 8:00 a.m.
    - Lunch: 11:30 a.m. to 1:00 p.m.
    - Dinner: 5:00 p.m. to 6:30 p.m.
- » Members will be reimbursed for meals and hotel when they are required to stay overnight and are greater than 50 miles from home.

- » For meetings where rooming lists are created, SBE is directly billed for lodging expenses only. If a member has incidental expenses charged to their room, they must pay separately for those expenses.
- » If coupling vacation time with a business meeting, the SBE reimburses only costs related to the business meeting. This includes travel from summer homes or locations other than your primary residence.
- » When two or more travelers are traveling together in a personal vehicle, only vehicle driver is reimbursed mileage. The rate is set by OFM so ask SBE staff for current rate if needed.
- » Receipts for reimbursement are required for the following:
  1. Parking
  2. Tolls
  3. Taxi Fares
  4. Gas for rental vehicles
  5. Shuttles
  6. Hotels (if member has paid personally)
  7. Train Tickets only if lesser cost than airfare. This can be reserved individually since there is no contract vendor associated with train travel.

**Note:** you are only reimbursed the meal per diem for the location of the meeting. Hotel receipts are not needed, unless you paid the invoice for your stay and need reimbursement. We do NOT need meals receipts or totals for meals. They are paid at the per diem rate only – even if your meal cost more than the per diem.
- » Items that **cannot** be reimbursed include:
  1. Valet services.
  2. Entertainment expenses such as radio, television rental and other items of a similar nature.
  3. Taxi fares for any non-business travel or entertainment at meeting location.
  4. Personal telephone calls.
  5. Tips or gratuity.
  6. Out of pocket charges for service calls, such as if you lock keys in the car, etc.
  7. No alcohol expense.

If there are any unusual circumstances or further clarification needed, please contact the administrative staff.