



THE WASHINGTON STATE BOARD OF EDUCATION

A high-quality education system that prepares all students for college, career, and life.

The Office of Superintendent of Public Instruction (OSPI) is the fiscal agent for the State Board of Education (SBE).

The SBE agency operates under OSPI rules and policies regarding travel.

Travel to Board Meetings

All members that both reside and work more than 50 miles from the board meeting location qualifies for lodging. SBE establishes direct bill relationships for lodging, airfare and car rentals for SBE board meetings, therefore; the Executive Assistant must make those travel arrangements. SBE will not reimburse for reservations made by members.

Board Travel Expenses Eligible for Reimbursement (receipts required unless otherwise noted)

- Meals not provided at meetings are reimbursed at [state per diem rates](#) based on the county of the meeting. No receipts required.

To qualify for meals the traveler must be in travel status during the following time intervals:

Breakfast	Lunch	Dinner
6:30 to 8:00 a.m.	11:30 to 1:00 p.m.	5:00 to 6:30 p.m.

- Mileage (receipts not required)
- Self-parking
- Tolls
- Taxi fares (when a rental car isn't available or the most cost effective)
- Gas for rental cars (please see note below)
- Airport luggage fees
- Shuttles
- Coach train tickets (if cost is less than airfare)
- Ferry fares

Note: Members are responsible for filling up rentals cars before returning them. Our contracted vendor, Enterprise Rent-A-Car, will charge SBE \$7-8 per gallon to fill the car up if it's not returned with a full tank. If a member fails to fill up the rental car, it will result in the higher priced gasoline charges deducted from their reimbursement claim.

Discount at WallyPark Premier Garage

State Board of Education and OSPI employees receive a 30 percent discount on standard parking rates. If you're in need of parking for Seattle-Tacoma International Airport for board meeting travel, please provide the cashier your SBE business card upon checkout to receive the corporate discount.

	Regular Rate	Discount Rate*
Covered Valet	\$16.95 Daily	\$11.87 Daily
Covered Self Park	\$14.95 Daily	\$10.47 Daily
Rooftop	\$12.95 Daily	\$9.07 Daily



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Items not Eligible for Reimbursement:

- Valet parking services
- Entertainment expenses such as radio, television or other items of a similar nature
- Any upgrades you've requested for lodging, trains or rental cars (this includes GPS)
- Personal telephone calls and out of pocket charge, such as if you locked your keys in the car
- Tips or gratuity
- Alcohol expense
- Meals you've paid for another individual, including other members and student board members

Coupling Board Meetings With Other Events:

If coupling vacation time, business trips or other events with a SBE board meeting, the SBE reimburses only costs related to the board meeting. Reimbursement will be granted at the amount it would cost as if the member was traveling to/from their primary residence. Please contact the Executive Assistant if your travel to a board meeting will be in conjunction with other plans.

Traveling with a Spouse or Family:

If a spouse and/or family members will be traveling with you to a board meeting, the SBE will only pay costs at single occupancy. Reimbursement will be granted at the amount it would cost as if the member was traveling alone to/from their primary residence. Spouses, family members and guests are restricted from the following:

- Riding in any vehicle for the purpose of transporting board members and staff from one point of a meeting to the next.
- Eating meals that are provided at a meeting and are direct-billed to SBE.

Exceptions to Travel Policy:

If emergencies or circumstances arise when staff cannot be reached during non-business hours and making/changing your travel plans are necessary, please contact the Executive Assistant the next business day so action can be taken to request an exception.

Members that reside and/or work less than 50 miles from the meeting location could qualify for lodging if any of the following conditions are present:

1. There are less than 10 hours between the last meeting of one day and the first meeting of the next day.
2. When health and safety of the traveler is a concern.
3. When it is less expensive overall for the traveler to stay overnight vs. mileage back-and-forth.

Please contact the Executive Assistant if you feel these conditions apply to your situation.

In addition, a board member's eligibility for lodging may be determined based solely on their primary residential address and not their work address if the following are present:

- The board member uses annual leave benefits from their employer or leave without pay while in travel status to attend a SBE board meeting.
- The board member does not perform any work duties for their employer during the entire period of travel status to attend a SBE board meeting.

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