



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

SBE establishes direct bill relationships for lodging and car rentals for SBE board meetings. You must request these reservations with the Executive Assistant. The following expenses will not be reimbursed if purchased by the member:

- Lodging
 - Reservations are for room, tax and parking only. A member’s primary residence and work address must both be more than 50 miles away from the location of the meeting to qualify for lodging per the Washington State Office of Financial Management (OFM).
- Airline travel
- Lunch meals at the board meetings
- Breakfast meals
 - Breakfast will *occasionally* be provided by SBE at Board meetings. If the hotel for overnight lodging provides a complimentary breakfast and majority of members are lodging, there will not be an AM meal at the meeting.
- Rental cars
- Airport shuttles
 - If billing is not available, you will be reimbursed for shuttle expenses.

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)
- Parking
- Tolls
- Taxi fares (when a rental isn’t available or 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.

**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
- Tips or gratuity
- Out of pocket charges for service calls, such as if you locked your keys in the car
- Alcohol expense

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/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.

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