

Tonasket School Board Policy 5341, *Reimbursement for Travel Expenses*:

Reimbursement of Claims

Certified claims must be submitted to the district business office by the 5th of each month.

A mileage report is to be submitted each month for reimbursement of mileage in a personal vehicle inside the district. The report must show each point of departure and destination. Prior approval is required.

A statement of expenses is to be submitted for each trip for which reimbursement is being requested.

Nonreimbursable Expenses

The following expenses are not reimbursable:

- A. Alcoholic beverages, tips, meals or snacks other than regular meals.
- B. Personal telephone calls, postage, and memberships.
- C. Mileage for school levy promotions and other nonofficial school functions.
- D. Entertainment.

Reimbursable Expenses

- A. Lodging: Reasonable rates - Itemized receipt required

Individual receipts are required from each staff member who obtains reimbursement from the district. When two or more people share a room, the room shall be registered to all of the occupants.

- B. Meals: Reasonable rates - Itemized receipt required

- C. Airline, Train, Bus Fare: Canceled ticket serves as receipt. Employee requests lowest available rate.

Airline tickets may be charged to the district through a local travel agency for any approved travel.

- D. Taxi, Parking, Toll: Receipt preferred

- E. Mileage: Calculation of mileage reimbursement shall originate from the school district campus.

TONASKET SCHOOL DISTRICT
Out of District Travel Reimbursement Claim

Instructions: Complete Parts I, II and III, submit to supervisor within ten days of completion of travel. See back of this form for policy excerpt on district reimbursements.

NAME: _____ DATE: _____

PART I. Reimbursement is claimed for the following:

- A. DATE (S): _____
- B. DESTINATION: _____
- C. PURPOSE: _____
- D. OVERNIGHT STAY: YES NO

PART II. Reimbursement Claim: (itemized receipt must be attached for reimbursement)

- A. MILEAGE - Personal car for _____ miles at 36 cents per mile (801).....
(No school vehicle available)
 - B. MILEAGE - Personal car for _____ miles at 14 cents per mile (801).....
(School vehicle is available ~ decided to take own car)
 - C. LODGING (806).....
 - D. MEALS (805).....
 - E. REGISTRATION (810).....
 - F. OTHER
- TOTAL.....

PART III. I, the undersigned, hereby certify that the claims made above are true, just, and represent legitimate personal expenses incurred during the course of conducting district business, activities, and/or travel.

Signature: _____ Date: _____

PART IV.	ACCOUNT CODING (District Office) ACCOUNT	AMOUNT
	- - - -	
	- - - -	
	- - - -	
	- - - -	

PART V. SUPERVISOR/BUILDING APPROVAL
 Signing of this form means you have verified all receipts are attached and legitimate.

Signature: _____ Date: _____