



Olympia School District  
**TRAVEL PROCEDURES**  
As of October, 2010

The general procedures outlined below are designed to result in consistency and economy in travel practices. If you need to make travel arrangements which deviate from these procedures, consult with Jennifer Priddy.

**OUT-OF-DISTRICT TRAVEL REQUEST FORM**

Form must be submitted for approval prior to travel and must carefully estimate expenses.

**AIRLINES**

Flights should be the least expensive available. Employees may elect to remain over a Saturday night in order to qualify for a reduced fare if the savings is greater than the total of the costs associated with staying over.

**DRIVING**

***Mileage Reimbursement Option (in lieu of gas purchase)***

Reimbursement for employees driving to distant locations will be the lesser of the District per-mile rate or the least expensive round-trip airfare. Mileage is from your place of work (not home) to the destination and back with no site seeing trips.

***Gas Purchase Option (in lieu of mileage reimbursement)***

An employee may choose to receive gas in lieu of mileage reimbursement if the cost is less than the least expensive round-trip airfare. The employee's vehicle begins from the work place with a full tank, then is filled using the District credit card upon returning. Driving is from the work place to the destination only. If non-District driving is involved, the round-trip mileage is used (from MapQuest) and divided by an average 25 mpg to determine the gallons allowable using the District credit card.

**MEALS**

Employee(s) should order moderately priced meals (not to exceed: Breakfast \$10; Lunch \$15.00; Dinner \$26.00). **No alcoholic beverages may be purchased with District funds**, even if you plan to reimburse the District. **Itemized receipts must be kept and submitted** to the Business Office for reimbursement.

**TIPPING**

Gratuities for meal service are a legitimate expense and can be included on a District credit card or submitted for reimbursement. However, state auditors have advised us that District funds for tips may not exceed **15%** of the total bill.

**HOTEL**

When District employees share their hotel room with non-District employees, the cost for the additional person must be paid privately at checkout. It is not legal to charge the non-District employee's room portion to the District and then reimburse the District upon return. (It is considered to be advancing or "loaning" public funds.) A separate account should be kept and billed. Wherever possible, rooms should be shared.

**RENTAL CAR**

At most conferences, rental cars are not required for transportation. Public transportation (airport shuttles, buses, taxis) should be used whenever practical. Any automobiles rented for sightseeing will be at the employee's personal expense.

**DISTRICT CREDIT CARD**

Credit card receipts should note the identity of those included on the charge, the nature of the charge (e.g., breakfast, lunch, parking, etc.) and should be turned in to the Business Office immediately upon return (within 24 hours).

**EXPENSE REIMBURSEMENT**

Travel expenses, including meals that are paid by the employee and submitted on a voucher for reimbursement, can be submitted for the individual employee only. Each employee must submit his/her own expense voucher for reimbursement. (That is, if you pay for your colleague's lunch and your own from personal funds, you can only be reimbursed for your own lunch.)

**MISCELLANEOUS**

Mileage to and from the airport is a legitimate expense, as is parking at the airport. If an employee chooses to arrive early for a conference or stay after for personal reasons, all costs associated with the extension, including meals, hotel, and car rentals, are to be paid by the employee personally.

**PERSONAL PHONE CALLS**

All phone calls are the responsibility of the employee. If a call is charged (accidentally, upon check-out, etc.) on the District's credit card, you will be expected to reimburse the District upon your return.

**BUDGETS FOR TRAVEL SHOULD NOT BE EXCEEDED.**