



Olympia School District  
**TRAVEL PROCEDURES**  
As of March, 2008

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 Jim Crawford.

**OUT-OF-DISTRICT TRAVEL REQUEST FORMS**

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

**AIRLINES**

In general, 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**

Reimbursement for employees driving to distant locations will be the lesser of the District per-mile rate or the least expensive round-trip airfare.

**MEALS**

Employees 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 should be kept and submitted to the Business Office for reimbursement. **(Be sure you get the itemized receipt.)**

**TIPPING**

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

**HOTELS**

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

**RENTAL CARS**

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 should be at personal expense.

**DISTRICT CREDIT CARDS**

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.

**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, 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 costs, 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 and/or Purchase Order, you will be expected to reimburse the District upon your return.

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