

PERSONNEL

**REIMBURSEMENT FOR TRAVEL EXPENSES**

The district shall reimburse a staff member or officer of the district for approved travel expenses. The superintendent shall establish a reimbursement rate schedule for expenses incurred by staff or officers of the district. A staff member or district officer may be reimbursed for gratuities not exceeding customary percentages for the cost of meals as well as reasonable amounts for such services as baggage handling when the costs are incurred while the individual is engaged in district business or other approved travel.

Legal References:	RCW 28A.320.050	Reimbursement of expenses of directors, superintendents, other school representatives, and superintendent candidates—Advancing anticipated Municipal corporations and political subdivisions--Reimbursement claims by officers and employees--Detailed account-- Travel allowances and allowances in lieu of actual expenses-- Certification--Forms
	42.24.090	

State Auditor Bul.#301-III(D)--Employee travel expenses

Adoption Date: November 14, 1994  
Wenatchee School District