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| <b>WASBO<br/>ASB<br/>PROCEDURES<br/>MANUAL</b> | <b>TRAVEL</b> | <b>REVISED<br/>11/06</b> |
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## **INTRODUCTION**

Travel by district employees shall be consistent with district travel policy and regulation. Payment of claims for travel and expenses shall be consistent with State Law (RCW 42.24 and RCW 28A.320.050).

Necessary travel expenses for ASB activities are an allowable cost of the ASB fund. Travel expenses for ASB advisors are allowable. As with all disbursements, ASB travel expenses must have the prior approval of the ASB governing body, and adequate documentation.

Travel may require Board approval prior to taking place (refer to District Board policy.)

## **PROCEDURES**

### **A. Allowable Expenditures**

1. Meals – The student(s) and ASB advisor(s) may elect according to Board policy one of the following methods:
  - Meal Allowance Method: Receipts are not required. Meal allowances will not be higher than the standard per diem rates set by District policy. Higher rates can be given only if there is a written justification of why they are needed, with approval of the ASB advisor and student council representative and submitted to the ASB bookkeeper or secretary for reimbursement.
  - Actual Expense Method: All meal receipts must be submitted for reimbursement.
2. Lodging – The ASB may pay for actual lodging expenditures incurred by student(s), ASB advisor(s) and approved chaperones.
  - All lodging facilities should be contacted in advance to determine if they will accept purchase orders and invoice the district/school for payment or whether they require or offer payment via a travel or procurement card.
  - Advances for lodging can be made only when the lodging facility will not accept purchase orders, travel cards or procurement cards. Itemized receipts must be kept for all lodging expenses.
3. Transportation
  - Private Vehicles – Mileage for private vehicles may be reimbursed at the rate authorized by district policy.
  - Airlines – If air travel is necessary, tickets shall be secured with a school district purchase order, travel card or procurement card. Air fares are not to exceed the cost of a common coach carrier.

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- Buses, taxis, miscellaneous – Receipts are required for buses, taxis, or miscellaneous forms of travel. If a receipt is not available, the employee asking for reimbursement must provide specific written details on what was purchased and the exact cost of each transaction. The employee shall certify that said costs are true expenses of the school district.
4. Miscellaneous Expenses – Other travel expenses may be reimbursed if:
    - They have the approval of the ASB advisor and student council representative.
    - They are necessary expenses of conducting the ASB activity, and
    - A receipt is presented to document the expense.
  5. Chaperones – Travel expenses of accompanying adults (advisors or approved chaperones) are a justifiable and reimbursable expense of the activity, but must have prior student council approval. Reimbursable items follow the guidelines noted above.

**B. Travel Advances/Allowances**

It is necessary in some cases to issue a travel advance to cover authorized ASB travel expenses. This can be handled through the Advance Travel Checking Account, District Travel Credit Card or Purchase Order, subject to the limitations of the balance in your club account.

1. An ASB Travel Advance Request Form (Attachment A) must be prepared and proper approvals obtained prior to issuing the funds.
2. The ASB advisor(s) and/or student(s) may elect according to Board policy to use the meal allowance method each day or the actual expenses method.
  - If the meal allowance method is elected, no receipts are required. The Travel Advance form (Attachment B) must be prepared acknowledging receipt of the funds by students and staff.
  - If the actual expenses method is elected, all receipts must be kept and turned in at the end of the trip.

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3. End of Trip
  - Receipts must be returned to the central district office within the required period specified by the district. (except for meal allowances – see 3b.)
  - If the advance was in excess of expenses, the ASB advisor must return the excess funds to the central district office to be credited back into the original budget/account code.
4. If the advance was less than expenses, refer to district policy to determine if you are eligible for reimbursement.
5. If meal allowances were used, the Advance Travel List form must be attached.

## ASB TRAVEL ADVANCE REQUEST

DATE OF TRIP \_\_\_\_\_ DESTINATION \_\_\_\_\_ SCHOOL \_\_\_\_\_

ACTIVITY \_\_\_\_\_ CLUB ADVISOR \_\_\_\_\_

PURPOSE OF TRIP \_\_\_\_\_

**ADVANCE REQUESTED:**

**MEALS: 1. Meal Allowance Method**

| # of Meals     |   | # of students/<br>advisors |             |          |          |
|----------------|---|----------------------------|-------------|----------|----------|
| _____          | X | _____                      | Breakfast @ | \$ _____ | \$ _____ |
| _____          | X | _____                      | Lunch @     | \$ _____ | _____    |
| _____          | X | _____                      | Dinner @    | \$ _____ | _____    |
| TOTAL (Item A) |   |                            |             |          | \$ _____ |

OR

**2. Actual Expense Method** - estimate of actual meal cost \$ \_\_\_\_\_

**LODGING:** Estimate of actual lodging cost \$ \_\_\_\_\_

**TRANSPORTATION:** Estimate of actual cost if not using District gasoline credit card. (Save receipts or document miles driven for reimbursement.) \$ \_\_\_\_\_

**OTHER:** Explain \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL ADVANCE REQUESTED** \$ \_\_\_\_\_

ASB ADVISOR APPROVAL \_\_\_\_\_

ASB STUDENT REPRESENTATIVE \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

IMPREST CHECK NO. \_\_\_\_\_ DATE \_\_\_\_\_

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