



# THE WASHINGTON STATE BOARD OF EDUCATION

*A high-quality education system that prepares all students for college, career, and life.*

*The Office of Superintendent of Public Instruction (OSPI) is the fiscal agent for the State Board of Education (SBE). The SBE agency operates under OSPI rules and policies regarding travel.*

## **Travel to Other Meetings**

Members may request or be asked to attend stakeholder meetings, legislative hearings and conferences. If members both reside and work more than 50 miles from the meeting location, lodging reimbursement is available and members are responsible for making their own hotel reservations. All travel details must be submitted to the Executive Assistant at least seven days in advance for fiscal approval. Failure to submit travel plans in advance may result in delay or denial of reimbursement.

SBE direct bills with certain vendors and these arrangements must be done with the Executive Assistant. The following expenses will not be reimbursed if purchased by the member:

- Conference and/or workshop registrations
- Airline travel
- Rental cars

Note: If a member is eligible for complimentary registration to a conference or workshop, the member may register themselves. Please send a copy of the confirmation to the Executive Assistant.

## **Travel Expenses Eligible for Reimbursement (receipts required unless otherwise noted)**

- Meals not provided at the event are reimbursed at state per diem rates based on the county of the meeting, but with some limitations (see page two). Review the per diem map by county on the Office of Financial Management web site. Receipts are not required. Events outside of Washington state will have different per diem amounts and the Executive Assistant will provide you this information before travel begins.

To qualify for meals the traveler must be in travel status during the following time intervals:

<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
6:30 to 8:00 a.m.	11:30 to 1:00 p.m.	5:00 to 6:30 p.m.

- Mileage
- Lodging (base rate) at the per diem rate of the meeting location county
- Self-parking
- Tolls
- Taxi fares (when a rental car isn't available or the most cost effective)
- Gas for rental cars (please see note below)
- Airport luggage fees
- Shuttles
- Train tickets (if cost is less than airfare)
- Ferry fares

*Note: Members are responsible for filling up rentals cars before returning them. Our contracted vendor, Enterprise Rent-A-Car, will charge SBE \$7-8 per gallon to fill the car up for the next renter if it's not returned with a full tank. If a member fails to fill up the rental car, it will result in charges deducted from their reimbursement claim.*



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### **Items not Eligible for Reimbursement:**

- Valet parking services
- Entertainment expenses such as radio, television or other items of a similar nature
- Any upgrades you've requested for lodging or rental cars (this includes GPS)
- Personal telephone calls
- Tips or gratuity
- Out of pocket charges for service calls, such as if you lock your keys in the car
- Alcohol expense
- Meal expenses if the meeting or event takes place in the same county you reside or work in.

### **Exceptions to Travel Policy:**

If emergencies or circumstances arise when staff cannot be reached during non-business hours and making/changing your travel plans are necessary, please contact the Executive Assistant the next business day so action can be taken to request an exception.

Members that reside and/or work less than 50 miles from the meeting location could qualify for lodging if any of the following conditions are present:

1. There are less than 10 hours between the last meeting of one day and the first meeting of the next day.
2. When health and safety of the traveler is a concern.
3. When it is less expensive overall for the traveler to stay overnight vs. mileage back-and-forth.

Please contact the Executive Assistant if you feel these conditions apply to your situation.

In addition, a board member's eligibility for lodging may be determined based solely on their primary residential address and not their work address if the following are present:

- The board member uses annual leave benefits from their employer or leave without pay while in travel status to attend a SBE board meeting.
- The board member does not perform any work duties for their employer during the entire period of travel status to attend a SBE board meeting.

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