



THE WASHINGTON STATE BOARD OF EDUCATION

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

Exhibit C - SBE Travel Policy

The State Board of Education (SBE) will comply with policies enumerated in the State Administrative & Accounting Manual (SAAM). The policies below are meant to further guide the SBE members and its staff in decisions in regards to travel, lodging, and subsistence. The policies below do not supersede, amend, or in any way alter those policies enumerated SAAM; SAAM Chapter 10 and other applicable chapters will take precedence if a question of authority should arise.

In addition to SAAM, SBE will follow the OSPI Travel Policy adopted on May 1, 2016, except for the exceptions listed below and explained in detail in this document and a separate Coffee and Light Refreshments Policy.

1. Reimbursement of Lodging Expenses
2. Reimbursement For Mileage
3. Capital Area Parking and other Parking Expenses
4. Staff Retreats
5. Coffee and Light Refreshments –SBE’s Coffee and Light Refreshments policy is contained in a separate policy document

1. Reimbursement of Lodging Expenses

Lodging reimbursement policies, including the 50-mile and 150% rules, are clearly delineated in [SAAM 10.30](#).

Reimbursement for lodging expenses incurred at a facility or temporary duty work site located within 50 miles (most direct road miles) of the closer of either the traveler’s official residence or official station is prohibited except under one of the following three conditions:

1. An overnight stay in a commercial lodging facility to avoid having a traveler drive back and forth for back-to-back late night/early morning [official state business](#).
2. When the health and safety of the traveler is of concern.
3. When SBE can demonstrate that staying overnight is more economical to the state.

Written Executive Director approval for the first and third conditions and cost analysis documentation for the third condition is to be attached to the traveler’s Travel Expense Voucher. Exceptions 1 and 3 are only applicable when the traveler has no control over the agenda of a meeting or conference or when the traveler must arrive at the airport for an early morning flight. This written documentation must be attached to the traveler’s Travel Expense Voucher.

2. Reimbursement for Mileage

When possible, the SBE will utilize state Motor Pool Vehicles (MPV). Travelers are encouraged to use Motor Pool Vehicles (MPV), and cannot be required to use their Personally Owned Vehicles (POV) even when they are most economical. When more than one SBE staff are required to travel to a destination, SBE staff must carpool; exception may be made when:

- a) A member of the SBE staff has official state business that prevents them from participating in the carpool; and/or
- b) A member of the SBE staff has a medical or familial appointment that prevents them from participating in the carpool; and/or
- c) The passenger count and supplies required exceed the capacity of the vehicle.

Travelers using POVs will only be reimbursed for miles driven on state business. Mileage for personal business should not be included in the reimbursement request.

The SBE will reimburse authorized travel expenses in accordance with the Per Diem and Mileage allowances outlined in SAAM [10.90](#).

3. Capital Area Parking and other Parking Expenses

The SBE will reimburse authorized travel expenses in accordance with the Per Diem and Mileage allowances outlined in [SAAM 10.90.10](#).

The SBE will reimburse the following types of travel expenses incurred on official state business: parking fees, and ferry and bridge tolls. Tolls associated with the use of high occupancy toll (HOT) lanes are considered a personal expense and not reimbursable. Charges for checked baggage, if any, excluding overweight charges, for up to the first two bags on domestic flights.

Original receipts for lodging and miscellaneous travel expenses. Original receipts are required for eligible out-of-pocket transportation expenses such as for parking, bridge tolls, airline baggage fees, taxi fares, ferry fares, train fares, bus fares, shuttles, and gas. Receipts are not needed for per diem meals. Per diem meals are paid to the traveler via submission of the travel expense voucher. The SBE prefers not to do travel advances.

4. Staff Retreats

All day SBE staff meetings, conferences, and trainings of SBE staff that benefit the state may have meals paid for in accordance with [RCW 43.03.050\(3\)](#) and [SAAM chapter 70.15](#).

Meals may be provided (subject to funding source restrictions) to elective and appointive officials and state employees regardless of travel status where **all** of the following criteria are met and in limited situations:

- The purpose of the meeting is to conduct official state business or to provide training to state employees or state officials; **and**
- The meals are an integral part of the event; **and**
- The event takes place away from the employee's or official's regular workplace; **and**
- Approval is obtained in advance of the event; **and**
- The agency obtains a receipt for the actual cost of the meals with meetings.

Off-site meetings of staff for activities such as retreats or team-building exercises should have no fiscal impact to SBE. For example, SBE will not pay for facility rental or meals for these types of events. Exceptions to this policy may be approved by the Executive Director.