 <p style="text-align: center;">ASB PROCEDURES MANUAL</p>	<h1 style="margin: 0;">TRAVEL</h1>	<p>REVISED 10/18</p>
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INTRODUCTION

Travel by district employees, students, chaperones, and volunteer coaches (anyone supervising students) shall be consistent with district travel policy and regulation (6213, 6213R, 2320 and 2320R). 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.


Prior to any travel taking place, an employee must complete a district travel request (Prior Approval form) and obtain required approval signatures. Travel may require Board approval prior to taking place (refer to District Board policy and regulation 6213, 6213 R, 2320 and 2320R).

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 (if less than per diem): 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 if payment by procurement card is accepted.
 - Advances for lodging can be made only when the lodging facility will not accept purchase orders or payment with procurement card. An approved check request must be submitted to accounting at least

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one week in advance of the departure date, along with written documentation from the lodging facility indicating the total lodging amount. 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 (current IRS mileage rate).
- Airlines – If air travel is necessary, tickets shall be secured with a school district purchase order or procurement card. Airfares are not to exceed the cost of a common coach carrier.
- Buses, taxis, Uber, parking, 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. Chaperones must meet district volunteer protocols and guidelines. Reimbursable items follow the guidelines noted above.