



TRAVEL POLICY

(January 6, 2023)

Manson Park and Recreation District (MPRD or “District”) recognizes that travel is sometimes necessary for training, meetings, purchasing, and other reasons during the normal course of business. Employees and Commissioners shall follow the policy herein when travelling as a District representative. Per RCW 36.69.110, Commissioners shall receive no compensation for their service but shall receive necessary expenses in attending meetings of the Board or when otherwise engaged in district business. It shall be the responsibility of all individuals to familiarize themselves with this policy and follow the guidelines when travelling.

A Travel Expense Report and receipts will be required for all expenses incurred. These must be received by office staff no later than the last working day of each month.

PRIOR AUTHORIZATION

Authorization shall be obtained from the Board of Commissioners prior to the expenditure of District funds for the purpose of travel. There must be a clear and direct relationship between the purpose of travel and the employee’s work functions.

AUTHORIZED INDIVIDUALS

District Commissioners, and paid employees with prior Supervisor approval, shall be covered by this Travel Policy. These persons shall receive reimbursement for business-related expenses, provided the expenses are considered both authorized and appropriate.

AUTHORIZED EXPENSES

All persons must exercise sensible judgement to avoid unnecessary expenses during travel. Expenses that are reimbursable or payable via other means will not be authorized (no double-dipping).

Whenever possible, the District will pay the actual and necessary costs via District credit card. Examples include the use of District credit card for necessary overnight accommodations, meals, airfare, and event registration.

Transportation: A district vehicle shall be used for travel when practical.

- When a personal vehicle is used, mileage reimbursement shall be paid to the employee or Commissioner at the current GSA Per Diem rate.
- When travelling by air, coach fares will be covered by the District. Excess costs of first-class or business-class travel, and costs of indirect travel for personal reasons, shall not be paid or reimbursed by the District.
- The employee’s primary work location shall be considered the starting and ending location for official travel.

Lodging: A District credit card shall be used to pay for lodging whenever possible.

- Lodging costs will be paid by the District if it meets one of the following criteria:
 - For 1-day events or meetings: Travel from Manson exceeds 2 hours; AND travel plus the event time would exceed a 10-hour workday.
 - For multiple-day events or meetings: Travel between Manson and the event location exceeds 1.5 hours.
- Lodging may be approved for the night prior to the start of an authorized event or meeting, through the end of the event. This time may be adjusted at the discretion of the Board if travel savings or constraints make the modification justifiable.
- Unless special circumstances dictate otherwise, mid-price lodging facilities shall be selected.
- Room accommodations will be honored only for one person per room, per night. Expenses for a non-employee are not reimbursable. Should a non-employee companion accompany an employee or Commissioner on a business trip, the “single” rate for lodging should be documented and the employee shall be responsible for paying the cost difference.

Meals: Meal cost allowances are payable when the duration of business-related travel is equal to or greater than an 8-hour workday.

A district credit card shall be used to pay for necessary meals while travelling whenever possible. All charges must be accompanied with a receipt.

- The cost of meals shall be in accordance with the current GSA Per Diem rate.
- Reasonable tips (not to exceed 18%), when paid by the employee and noted on the receipt, will be reimbursed.
- The purchase of alcohol shall not be permitted using District funds.
- Meal costs will not be paid by the District when the event or meeting includes a meal.
- Meals are allowable for the first day of travel based of the following schedule:
 - Departure from Manson prior to 6:00am: Breakfast, lunch, and dinner
 - Departure from Manson between 6:00am and 11:59am: Lunch and dinner
 - Departure from Manson between 12:00pm and 5:00pm: Dinner
- Meals are allowable for the last day of travel based of the following schedule:
 - Arrival in Manson after 8:00am: Breakfast
 - Arrival in Manson after 1:00pm: Breakfast and lunch
 - Arrival in Manson after 6:00pm: Breakfast, lunch, and dinner

Miscellaneous: The following essential expenses are allowable including, but not limited to:

- Parking, ferry, road tolls, taxi fare, subway fare, airport transportation, Uber, baggage fees, and rental cars.
- Substantiated loss or damage of personal items as a direct result of District Business.

Non-reimbursable and disallowed personal expenses:

- Laundry, entertainment, room service, valet service, tobacco and alcohol, and tips (except for allowable meal tips as mentioned above).

Travel Expense Report

Name		Date Submitted
Department	Manson Parks	
Period		Authorized by
Per Mile Reimbursement	0.625 (As of July 1, 2022)	
Total Reimbursement Due		

Date	Description of Expense	Airfare	Lodging	Ground Transportation (Gas, Rental Car, Taxi)	Meals & Tips	Conferences and Seminars	Miles (Personal Car Only)	Reimbursement
					Total Mileage Reimbursement:			

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

X _____