

400 BUSINESS

401 Travel

The Board of Directors delegates authority to the Superintendent to authorize travel. The Superintendent shall prescribe such procedures as are necessary for the efficient expenditure of funds to pay for travel. Such procedures shall be outlined in the ESD "Administrative Procedures – Travel" and updated as necessary to conform to applicable directives from the Office of Financial Management, per authority RCW 43.03. 050.

For all necessary travel in the performance of official duties and attendance at meetings and conferences, employees shall be reimbursed for their travel expenses as set forth in the ESD "Administrative Procedures –Travel."

All claims shall be approved by the Board of Directors and paid from the funds budgeted. RCW 28A.310.320

R401.1 amended 1-20-77; 1-23-79; deleted 3-29-88 [Replaced with "Administrative Guidelines-Travel"]

R401.2 amended 1-20-77; deleted 3-29-88 [Replaced with "Administrative Guidelines-Travel"]

R401.3 deleted 3-29-88 [Replaced with "Administrative Guidelines-Travel"]

R401.3a2 amended 1-20-77

R401.4 amended 1-20-77; deleted 3-29-88 [Replaced with "Administrative Guidelines-Travel"]

R401.5 amended 1-23-79; deleted 3-29-88 [Replaced with "Administrative Guidelines-Travel"]

R401.5b amended 1-20-77

R401.5c adopted 1-20-77

R401.6 adopted 1-22-81; amended 1-24-84; renumbered R401.1 3-29-88

R401.6b amended 3-29-88

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R401.6d adopted 1-24-84; renumbered R401.1c 3-29-88

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R401.1b amended 3-26-91

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