

400 BUSINESS

401 Travel

The Board of Directors delegates authority to the Superintendent to authorize travel. The Superintendent shall prescribe such regulations as are necessary for the efficient expenditure of the travel fund. Such regulations shall be outlined in the ESD "Administrative Guidelines-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 the ESD "Administrative Guidelines-Travel" (See Appendix)

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

400 BUSINESS, continued

- 401 Travel, continued
- R401.1 Travel in ESD or Personal Vehicles
- R401.1a Employees traveling on ESD business will use ESD vehicles.
- In unusual circumstances, upon the approval of the supervisor and appropriate division head, employees may use commercial transportation or privately owned vehicles.
- R401.1b The regulations pertaining to the operation of the automobile pool will be developed by the Business Division and set forth in the ESD "Administrative Guidelines-Leased Automobile Operation" and will be amended and updated as needed. (See Appendix)
- R401.1c Employees will not engage in any activity which could interfere with their ability to operate a vehicle in a safe manner while on ESD business.
- R401.1d Employees are required to use seat belts when operating vehicles while on ESD business.

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

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

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

R401.1d adopted 2-20-90

R401.1b amended 3-26-91