Travel

The Board of Directors delegates authority to the Superintendent to authorize travel. The Superintendent shall develop such procedures as are necessary for the efficient expenditure of funds to pay for travel expenses. Such procedures shall be updated as necessary, to conform to applicable directives from the Office of Financial Management, per authority RCW 43.03. 050 and consistent with Internal Revenue Service (IRS) guidelines and Federal funding guidelines under 2 CFR Part 200 as applicable.

For all necessary travel in the performance of official duties and attendance at meetings and conferences, employees shall be reimbursed for travel expenses incurred as set forth in the administrative procedures.

All claims shall be approved by the Board of Directors and paid from the funds budgeted, consistent with Policy 6210: Purchasing Policy: Authorization and Control.

Legal References: RCW 43.03.050 Subsistence, lodging and refreshment, and

per diem allowance for officials, employees, and members of

boards, commissions, or committees.

RCW 28A.310.320 ESD superintendents, employees - Travel

expenses and subsistence - Advance payment.

Adoption Date: 1-20-77

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8-28-18

Renumbered: 401 to 6213 12-12-17