

Procedure: Non-Employee Travel

Unless otherwise provided by law, these procedures shall be applicable in reimbursing the travel expenses of all non-employees of ESD.

ESD may incur travel expenses for non-employees under a variety of circumstances, including, but not limited to:

- Advisory committee travel, training
- Partnership or consortium collaborations
- Payment for special transportation needs provided by parents/guardians in absence of the availability of specialized transportation resources
- Contractor travel to support work performed

Authorization and reimbursement of such travel is subject to all ESD employee guidelines, as well as directives from the Office Financial Management (RCW 43.03.050) and consistent with Internal Revenue Service (IRS) guidelines and Federal guidelines under 2 CFR Part 200, as applicable. Non-employees should be informed of these policies and procedures prior to incurring the travel expense.

Non-employees may make a claim for reimbursement using [Form 6213-F5 Travel & Reimbursement Claims for Non Employees](#). Such claims shall be accompanied by appropriate receipts and documentation as well as a memorandum from an ESD program manager or higher documenting the reason the reimbursement is a valid business expense of ESD.

Travel claims for personal service contractors are typically included in contract terms and paid through an invoicing process.

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