

EXPENSE VOUCHER REGULATIONS

1. Expense Voucher must be preceded by a Request for Travel and Expense Allowance (Form No. 501) approved by the Superintendent or designee.
2. Meals and Lodging:
 - a. ***The maximum daily reimbursement rate for meals and lodging*** will be determined by the Washington State Office of Financial Management, based on location of conference.
 - b. Original itemized receipts showing cost of each meal must be attached. Also, name(s) of those eating must be attached. Credit card receipt alone is **not** acceptable. No reimbursement is allowed for a meal at the home starting point of trip.
 - c. Original hotel/motel bills must be filed with Form No. 503 or Form No. 755.
 - d. Tips shall be allowed, and included in maximum daily reimbursement.
 - e. No reimbursement will be made for guests.
3. Registration:
 - a. Completed registration form copy **showing cost**, and receipt or copy of check in payment for meeting/course taken must be attached.
4. Transportation:
 - a. Maximum reimbursement for public carrier is for cost of fare.
 - b. Mileage reimbursement must be submitted on Form No. 502.
 - c. Parking charges are allowed.
5. Submission Procedures:
 - a. This form is to be completed by the person making the claim and then the form is to be presented to his/her program director.
 - b. The program director is responsible for completing Budget Categories and Amounts on the form (upper right-hand corner).
 - c. Send form to the Business Office.