

# Travel Reimbursement Guide

The following listing shall serve to guide Washington Counties Risk Pool reimbursements:

- Reimbursement for expenses shall be made upon application and subject to the Pool's Travel policy, and upon compliance with the provisions of Chapter 42.24 RCW. All reimbursable expenses shall be consistent with the best interests of the Pool and its desire to minimize travel costs.
- Expenses shall be reimbursed only for authorized Pool duties and responsibilities.
- Subject to the provisions of its Travel Policy, the Pool may make travel arrangements and pay associated direct billings for such travel, make Pool charge cards available for such travel costs, and provide reasonable travel advances. Also, the Pool may pay lodging and meal per diem expenses according to the rates and guidelines of the State Administrative and Accounting Manual.
- **Transportation costs** shall be reimbursed for actual costs of airplane, bus or train travel, taxis, tolls, automobile rentals, and parking fees; provided, however, that such travel shall be by coach class or at the least cost special rate available. Automobile travel shall be reimbursed at a rate equal to the current per-mile rate set by the United States Internal Revenue Service.
- **Lodging costs**, when traveling more than 50 miles one-way, or when the appointee attends one day's later afternoon / evening session(s) and the next day's morning session, shall be reimbursed for actual costs of hotel or motel accommodations based on single occupancy or as arranged by Pool staff. NOTE: Hotel and motel reservations are normally subject to cancellation policies. Charges stemming from reservations cancelled after a facility's cancellation deadline will not be paid or reimbursed by the Pool. Rather, the party for whom the reservation was made will be held responsible for those charges.
- **Meal costs** shall be reimbursed for actual costs of meals, including tips of not more than fifteen percent (15%), when incurred in the scope and spirit of this policy. NOTE: As an option to receipted meals, the Pool may pay per diem meal expenses according to the rates and guidelines of the State Administrative and Accounting Manual. Good judgment and discretion are expected based on what is appropriate for the occasion and location. There shall be no separate meal reimbursement when the meal is provided by the Pool as part of the conference or meeting agenda.
- **EXPENSES NOT ALLOWED.** The Pool will not pay the following expenses: laundry and valet services, non-Pool telephone or communication charges except for a reasonable daily personal call when traveling overnight, travel paid by member counties, alcoholic beverages, including beer, wine or spirits, sightseeing or entertainment, trip insurance or personal expenditures.
- **VOUCHERS.** All actual expenses incurred during authorized travel shall be documented and submitted to the Executive Director for reimbursement approval and payment. All reimbursement requests shall be duly verified by the claimant. The President may authorize travel expenses disallowed by the Executive Director.