

## 550 - Travel and Reimbursement

### 1. Purpose

- 1.1. The purpose of this policy is to ensure that all Tukwila Pool Metropolitan Park District (TPMPD) travel-related expenditures align with the TPMPD's mission, vision, and values. It also ensures fair and equitable treatment of TPMPD employees and volunteers by defining authorized travel-related expenditures and guidelines for authorized reimbursement.
- 1.2. TPMPD employees and volunteers are expected to exercise prudent judgment when incurring expenses on official TPMPD business and to be familiar with the approved TPMPD Budget for the current fiscal year. The failure of employees to follow this policy, or incur excessive expenses, may be cause for disciplinary action. Nonbusiness-related expenditures and/or expenditures not made in accordance with this policy shall not be approved or reimbursed.
- 1.3. TPMPD employees and volunteers are expected to utilize local training opportunities, where travel is not necessary, as much as possible. The use of local training and other alternatives to travel such as teleconferencing, online training, satellite training, and/or train-the-trainer models is encouraged. The number of employees and volunteers attending any particular event should be the minimum necessary, consistent with the benefit to be derived therefrom.

### 2. Policy

- 2.1. TPMPD employees and volunteers may be reimbursed for normal and reasonable travel and other expenses incurred for an approved TPMPD business-related purpose. Travel costs are defined as expenses for transportation, lodging, meals and related items incurred for TPMPD business purposes only. Employees and volunteers should obtain advance approval for TPMPD business travel whenever reasonably possible.
- 2.2. The TPMPD does not reimburse business expenses on a per diem basis. Travel expense and business expense reimbursement is based on actual expenses incurred. The TPMPD does not reimburse expenses for spouses, guests or other persons not authorized to receive reimbursement under this policy.
- 2.3. Documentation
  - 2.3.1. TPMPD Travel-Reimbursement Report Form (Attachment A): No claim for reimbursement will be paid unless it is accompanied by the TPMPD Travel-Reimbursement Report Form (Attachment A):
    - 2.3.1.1. The TPMPD Travel-Reimbursement Report Form should be filled out within ten (10) days from the end of the travel for all overnight and/or non-overnight travel.
    - 2.3.1.2. The TPMPD Travel-Reimbursement Report Form should be completed within two (2) days for all Non-Travel Expenses.
    - 2.3.1.3. TPMPD employees and volunteers must obtain and submit vendor receipts or confirmations for all expenses incurred.
    - 2.3.1.4. Should a receipt be lost or not be obtainable, a certification signed by the Director of Aquatics Operations, District Administrator, or Board Designee may serve as a substitute for a receipt. Such receipt or certification must show the date, a description of the purchase, vendor identification, amount paid, and an explanation for the lack of a receipt should that be the case.
    - 2.3.1.5. If expenses include the cost of meals for other persons, the TPMPD Travel-Reimbursement Report Form must list names of individuals, affiliated organizations, the purpose, time, place, and amount. Prior approval from the Director of Aquatics Operations, District Administrator, or Board Designee, is required.

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- 2.4. Reimbursable Travel Related Expenses. The TPMPD may reimburse the following business expenses:
- 2.4.1. Meals.
    - 2.4.1.1. Meals may be reimbursed by the TPMPD when associated with official business. Payment for table service at a restaurant commonly referred to as a tip, not to exceed 15% (or \$1.00 whichever is greater) of the meal price (including sales tax), is reimbursable as a reasonable and necessary cost for such service. The TPMPD does not reimburse for meals in lieu of meals included in a conference or registration fee.
    - 2.4.1.2. All employees and volunteers claiming reimbursement for meals consumed while on TPMPD business but not on overnight travel must have required receipts and use the TPMPD Travel-Reimbursement Report Form.
  - 2.4.2. Personal Vehicle: Expenses should be reimbursed for travel at the current maximum rate allowed by the United States Internal Revenue Service (IRS).
  - 2.4.3. Air travel: The TPMPD should reimburse the cost of standard airfare (coach) only. The lowest available discount airfare or customary standard airfare (coach or equivalent) must be purchased. Reservations should be made in advance to guarantee the ticket is purchased at the lowest available discount fare. Accommodation savings for the traveler may offset additional costs incurred by purchasing the ticket at a higher price.
  - 2.4.4. Automobile Rental Expenses: Automobile rental expenses should be reimbursed to the extent they are reasonable and appropriate. A receipt must support such expenses. Automobile insurance will not be reimbursed for domestic automobile rental and should be declined. Additional automobile insurance should be purchased when renting an automobile for foreign travel.
  - 2.4.5. Alcoholic Beverages: Alcoholic beverages are not allowed as a reimbursable travel expense.
  - 2.4.6. Incidental Expenses: Reasonable, incidental charges such as gratuities may be claimed as reimbursable expenses.
  - 2.4.7. Laundry: Laundry services and valet services which cannot be deferred until completion of the trip may be claimed as a reimbursable expense.
  - 2.4.8. Lodging: Employees and volunteers are encouraged to seek out reasonably priced accommodations to minimize the cost to the TPMPD. Costs associated with upgrades in accommodations should not be reimbursed unless standard accommodations are not available.
  - 2.4.9. Conferences/Training. The cost of conferences, seminars, training courses, and classes related to employee or volunteer training, and approved by the Director of Aquatics Operations, District Administrator, or Board Designee.
- 2.5. Reimbursable Non-Travel Expenses. The TPMPD may reimburse the following expenses:
- 2.5.1. Same-day travel and meals consumed by the TPMPD employees or volunteers during meetings, events, and other functions, that conduct official TPMPD business or serve to benefit the TPMPD are reimbursable.
  - 2.5.2. Expenditures incurred at the direction of the Director of Aquatics Operations, District Administrator, or Board Designee, which support TPMPD Operations or District-related business are reimbursable.

# Travel-Reimbursement Report

**Tukwila Pool Metropolitan Park District (TPMPD)**

4414 S. 144th St. - Tukwila, WA 98168 - (206) 267-2350

**TRAVEL INFORMATION**

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE PHONE \_\_\_\_\_

EMPLOYEE ADDRESS \_\_\_\_\_

TRAVEL DATES \_\_\_\_\_

TRAVEL APPROVED BY (SUPERVISOR) \_\_\_\_\_

TRAVEL DESINATION \_\_\_\_\_

TRAVEL PURPOSE \_\_\_\_\_

**TRANSPORTATION EXPENDITURES**

Date	Transportation Description <i>(airline, UBER, taxi, public, gas, tolls, mileage, etc.)</i>	Total Cost	Reimbursement Requested Amount
<b>Transportation Total:</b>			

**LODGING/MEALS EXPENDITURES**

Date	Lodging/Meals Description	Total Cost	Reimbursement Requested Amount
<b>Lodging/Meals Total:</b>			

EDUCATION/MISCELLANEOUS EXPENDITURES			
Date	Description	Total Cost	Reimbursement Requested Amount
Education/Misc. Total:			

**Grand Total:**

By my signature below, I certify

- The information submitted on this form is true and complete to the best of my knowledge;
- That the expenditures submitted for reimbursement were incurred on official and authorized TPMPD business; and
- I have attached the original receipts for all expenditures in accordance with TPMPD policy.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR (AUTHORIZED BY) SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR (AUTHORIZED BY) NAME