

TRAVEL EXPENSE REIMBURSEMENT FORM

Employee Name _____ Date _____

Purpose of Travel _____

PRIVATE AUTO MILES (Beginning destination point La Conner School District) **Attach a google map from/to doc and use mileage according to Google Maps.**

To _____ miles @ \$0.67 per mile \$

*****THIS SECTION MUST BE COMPLETED*****

Date and Time of Departure: _____ am pm
 Date and Time of Return: _____ am pm
 Was this trip overnight? () Yes () No

PER MEAL ENTITLEMENT (Receipts are not required for meal reimbursement)

Date (M/D/Y)	Breakfast <small>Departure before 8am</small>	Lunch	Dinner <small>Return after 6pm</small>
Totals	\$	\$	\$

REQUIRED: Please include a copy of conference agenda showing if/what meals were provided. **See back for meal rates per location**

NOTE: All meal reimbursements are taxable income if no overnight stay is involved.

\$

LODGING & OTHER MISCELLANEOUS EXPENSES (Please attach original receipts)

Description	Explanation	
Lodging		\$
Registration		\$
Parking/Ferry Tolls		\$
Other		\$

Less Travel Advance (if received) (\$ --)

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof. I also certify under penalty of perjury that I have not acquired any personal benefits such as rebates, frequent flyer miles or other personal gift points for expenses that are being reimbursed by the La Conner School District as a direct result of any or all expenses incurred. I also hereby certify under penalty of perjury, that I have a valid driver's license and I have current minimum auto insurance required by the State of Washington.

BALANCE

\$

Employee Signature	Date
Supv/Mgr of Chargeable Budget Signature	Date
Business Manager Signature	Date

Account Codes	Amount

Meal rates

Primary destination	County	Meals & incidental expenses total	Breakfast	Lunch	Dinner
Standard rate	Applies for all locations without specified rates	\$59	\$14	\$17	\$28
Everett / Lynnwood	Snohomish	\$74	\$18	\$20	\$36
Ocean Shores	Grays Harbor	\$74	\$18	\$20	\$36
Olympia / Tumwater	Thurston	\$74	\$18	\$20	\$36
Port Angeles / Port Townsend	Clallam / Jefferson	\$74	\$18	\$20	\$36
Richland / Pasco	Benton / Franklin	\$69	\$17	\$19	\$33
Seattle	King	\$79	\$19	\$22	\$38
Spokane	Spokane	\$74	\$18	\$20	\$36
Tacoma	Pierce	\$69	\$17	\$19	\$33
Vancouver	Clark / Cowlitz / Skamania	\$74	\$18	\$20	\$36

Privately owned vehicle mileage rate

The privately owned vehicle mileage reimbursement rate is **\$0.67 per mile**, as of January 1, 2024.

Out-of-state per diem rates

Destination	Find rates at:
Lower 48 states	U.S. General Services Administration website
Alaska, Hawaii, U.S. territories	U.S. Department of Defense website
International	U.S. State Department website