

# OLYMPIC ESD 114 BOARD POLICY STAFF TRAVEL

## POLICY 6213

The Board of Directors (Board) delegates to the Superintendent the authority to authorize travel and reimbursement for approved expenses incurred by staff members who travel in the performance of their jobs and/or for professional development in accordance with this policy, related Olympic Educational Service District 114 (OESD) administrative procedure; and Washington State law.

OESD staff serve school districts within a four-county area and travel is required for them to effectively discharge their assigned duties.

Attendance at educational conferences, workshops, seminars and association meetings is a recognized means whereby staff members may increase competencies required to perform their designated assignments. Participation in activities designed to aid staff members in carrying out the mission of the OESD is encouraged. Reimbursement for expenses related to staff travel, however, will be subject to limitations imposed by the availability of time and funds.

Travel outside OESD's region, but within Washington State, for meetings at other ESDs, State agencies, school districts; and attendance at training and/or conferences shall be subject to pre-authorization by the OESD Superintendent/or designee.

Travel outside Washington State shall also be pre-authorized by the Superintendent.

The Board directs the Superintendent to establish procedures for staff travel.

### **Legal Reference:**

RCW 28A.310.220

RCW 28A.310.320 ESD superintendents, employees –  
travel expenses and subsistence – advance payment

RCW 28A.320.050 RCW 42.24.090

RCW 43.03.050 – Subsistence, lodging, and refreshment,  
and per diem allowance RCW 43.03.060

Date Adopted: October 20, 1988

Revised: March 25, 1993, October 17, 1996

Renumbered: March 2013, 4000

Renumbered: January 21, 2016, From 3510

Revised: January 17, 2019

Renumbered: November 14, 2019, from 6214

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