



Guidelines Governing Travel and Expenses

• Association of Washington Student Leaders • Association of Washington School Principals •
• Washington School Principal's Education Foundation •

AWSL and AWSP appreciate the time and effort you give to our student leadership programs and wishes to reimburse you for out-of-pocket expenses. At the same time, we believe we are obliged to be good stewards of Association funds by using the least expensive option for traveling. With that in mind, we have developed the following guidelines to govern travel and expenses. Thank you for helping us, by using AWSL funds prudently.

1. Air Travel

You may be reimbursed for the cost of coach airfare to and from AWSL meetings. In order to keep costs down, please book tickets at least one month in advance, whenever possible. Please compare costs of driving vs. flying when making travel decisions.

2. Mileage Reimbursement

Mileage is reimbursed at the rate of .32 single driver/.38 carpool, with a cap of \$75 single/\$125 carpool for staff travel to and from leadership camp.

3. Meals

When meals are not provided as part of an official function, they will be reimbursed with the following maximum allowances:

Breakfast - \$8.00 Lunch - \$10.00 Dinner - \$15.00

Meals that are part of an official function will be reimbursed at the actual cost of the meals. Reimbursement will not be provided for alcoholic beverages.

4. Other Transportation Fees — Taxis, Car Rentals, Parking, Etc

AWSL encourages all participants to utilize the most economical means of transportation available. Free shuttles, carpooling or public transportation should be used when available. In some circumstances, the use of taxis or rental cars may be necessary. These expenditures should be used only when other more economical means of transportation are not available. Prior approval will be required for car rentals.

**PLEASE SUBMIT EXPENSE VOUCHERS WITHIN 30 DAYS AFTER TRAVEL/EXPENDITURE.
ALL RECEIPTS/TICKET STUBS MUST BE ATTACHED TO THE CLAIM VOUCHER.**

If there is a question about any expenditure made on behalf of AWSL/AWSP, please do not hesitate to call to discuss the explanation of the claim. If there is a substantial sum involved, these expenditures should be reviewed in advance with the program director.

These procedures are subject to revision each year.