



POLICY: TRAVEL CHARGE CARDS

The board authorizes the issuance of charge cards to officers and staff for the sole purpose of covering expenses incident to authorized travel. Authorized travel shall include: private or commercial transportation; meals; lodging and/or other related expenses. Travel may be either within or outside the district boundaries. Upon ten (10) days of the date of return, the officer or staff member using a charge card shall submit a fully itemized travel expense voucher. Any charges not properly identified on the travel expense voucher or not allowed following review by the auditing officer shall be paid immediately by the official or staff member by check, currency, or salary deduction. Any official or staff member who has improperly used a charge card will lose the privilege of using the charge card from that time forth. Any official or staff member losing this privilege may appeal to the board.

The superintendent shall establish procedures for the issuance and use of charge cards.

CROSS REFERENCE: Board Policy 6213 Travel Expense Reimbursement

LEGAL REFERENCES: RCW 42.24.115 Municipal corporations and political subdivisions –issuance of charge cards to officers and employees for travel expenses.
RCW 43.09.2855 Local governments – Use of credit cards

MANAGEMENT RESOURCES:
Policy News, April 2005 Credit Card Policy Updated