

Coordinator Manual
Section 3 - Expenditures &
Reimbursements

Introduction

The federal government provides billions of dollars in grants to over 30,000 organizations annually. This investment of taxpayer dollars means that the federal government must set up strong controls over grant projects to ensure the proper use of public funds. In addition to understanding federal requirements, you are expected to follow the policies of the fiscal agent of the grant—The Washington Student Achievement Council (Council). The Council has additional policies it must follow to comply with state and federal law. It is important to rely on GEAR UP staff when the federal regulations aren't clear on an issue. You also must follow GEAR UP reporting guidelines and budget categories.

Legislation and Program Regulations

GEAR UP is subject to a number of regulatory sources. The following list provides a brief description of each of the major policy sources. More information can be found here: <http://www2.ed.gov/programs/gearup/legislation.html>.

EDGAR

The Education Department General Administrative Regulations (EDGAR) set broad administrative policies that impact nearly all grant programs funded at the USDOE. The regulations are published in Title 34 of the Code of Federal Regulations (CFR). The pertinent sections of EDGAR to your grant administration are 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98 and 99. Title 34, Code of Federal Regulations (CFR), Parts 75-79, 81 to 86 and 97-99 EDGAR is currently in transition. Current information can be found here: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html> .

Uniform Guidance (aka 2CFR200)

The Uniform Guidance (2CFR200) streamlines and consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes. It became effective December 26, 2014. More information can be found here: <http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html> .

State Administrative & Accounting Manual (SAAM)

Washington State Administrative and Accounting Manual (SAAM) provides control and accountability over financial administrative affairs of the state of Washington. The policies and procedures in this manual are the minimum requirements that state agencies must meet. More information can be found here: <http://www.ofm.wa.gov/policy/>.

Time and Effort

Develop a process for collecting time and effort sheets regularly and accurately. Federal regulations require that every GEAR UP staff whose salary is supported in full or in part need to document the time, effort and activities during any given pay period. When you use in-kind personnel contributions as match, they have to fulfill the same reporting obligations as if they were

receiving federal funds. Also, all GEAR UP staff must complete a monthly time and effort form. A sample form is available at <http://gearup.wa.gov/grant-management> .

Supplement but not Supplant

GEAR UP regulations require that GEAR UP funds supplement but not supplant. GEAR UP funds are intended to build the capacity of school districts to create a college going culture. Therefore, GEAR UP funding may be used to enhance what is already in place or to create new activities. GEAR UP funds cannot be used to replace other federal, state or local funding. Below are some examples:

- For the last five years, your school has paid for a career exploration software license. This year, the school needs new PE equipment so you have been asked to pay for the software license with GEAR UP funds to free up funding for PE equipment. This is supplanting and is not allowed.
- For the last several years, your school has annually purchased \$500.00 worth of new library books. This year you have been asked to use GEAR UP funds to pay for the books. This is supplanting and is not allowed.
- For the last two years, your school has been unable to purchase any curriculum enhancement materials for math classes, including an essential software package, because of budget cuts. You have been asked to purchase this software with GEAR UP funds this year. This is not supplanting and is allowed because without GEAR UP funding, your school would not be able to make this purchase.

Washington State GEAR UP Models

GEAR UP funds may be used to pay for activities that support the Washington State GEAR UP goals and objectives, as outlined in the School District Interagency Agreement, Scope of Work, and the Washington GEAR UP Career and College Ready Benchmarks. GEAR UP funds may be used to support GEAR UP eligible students only. No funds may be used for non-GEAR UP eligible students to participate.

To help you decide if costs are allowable or not, ask these questions:

Is the expense:

- ✓ Allowable and necessary to implement the program.
- ✓ Reasonable.
- ✓ Allocable to program objectives.
- ✓ Compliant with the program's federal administrative regulations.

When planning activities and expenditures, schools must follow the guidelines listed below:

For Priority Model Schools: Funds may be used to support activities for eligible GEAR UP students only. Students are eligible for GEAR UP services based on low-income status. This may be determined by free/reduced lunch status or other standard measures of income, such as whether the family receives TANF, the student is in foster care or whether the family receives Social Security Disability, among others. You may elect to serve additional students by including them

in GEAR UP activities, but GEAR UP funds may not cover costs for those additional, non-program eligible students. Examples:

Field Trips:

Option 1: You may opt to take only GEAR UP eligible students on the trip and pay the full cost of the trip with GEAR UP funds.

Option 2: You may opt to take both GEAR UP eligible students and other students. In this case, costs are proportionately covered by GEAR UP and other funds.

Classroom Materials: You may purchase classroom materials with GEAR UP funds proportionate to the number of eligible GEAR UP students in the class.

College Prep Tests: GEAR UP eligible students are eligible for waivers of test fees, so in most cases there will be no cost to testing GEAR UP eligible students.

For Cohort Model Schools: Funds may be used to support activities for all students in the Class of 2017. If you opt to include additional students in any GEAR UP sponsored activities, costs should be covered proportionately from other funds.

New Students: New, eligible students may be added at any time throughout the grant period. Once a student is deemed eligible, they remain eligible for the remainder of the grant period.

Property of GEAR UP:

All supplies, materials and equipment purchased with GEAR UP funds are the property of the Washington state GEAR UP program. They must be used exclusively to serve eligible GEAR UP students and remain with the program through the end of the grant.

Common GEAR UP Costs

(Sources: GEAR UP Statute, EDGAR, OMB Circular A-21, OMB Circular A-87)

The following list may help you determine whether your program expenses are allowable or not. It includes costs that are commonly incurred in GEAR UP, or are the subject of frequent questions or discussions about their permissibility.

Advertising and Public Relations Costs: *generally unallowable*

The OMB cost principles define advertising costs as the expenses associated with the costs of advertising media (magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer communication) and associated administrative costs.

For GEAR UP, reasonable advertising costs are allowable when:

- (1) Recruiting and advertising for vacant GEAR UP staff positions in a manner that is acceptable and standard for the hiring entity.

The term public relations is defined as activities dedicated to maintaining the image of the institution/governmental agency or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public.

For GEAR UP, public relations costs are potentially allowable when:

- (1) The activity is part of your approved application.
- (2) You are communicating with the public and press pertaining to specific activities or accomplishments which result from your grant performance (these costs are considered necessary as part of the outreach effort for the sponsored agreement).
- (3) You are conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern.

Advisory Councils: *allowable*

Costs incurred by advisory councils or committees are allowable as a direct cost when authorized by the awarding agency or as an indirect cost where allocable to the GEAR UP award.

Alcoholic Beverages: *unallowable*

Commencement and Convocation Costs: *unallowable*

For education institutions, costs associated with commencement and convocations are disallowed, but costs associated with GEAR UP activities that take place during commencement events may be allowable under student activity costs if approved as part of your grant agreement.

Communication Costs: *allowable*

Costs incurred for telephone services, local and long distance telephone calls, telegrams, postage, messenger, electronic or computer transmittal services and the like are allowable. However, you will need to check if these expenses are captured in your indirect costs.

Compensation (Salaries, Wages and Fringe Benefits): *allowable*

Personnel costs such as salaries, wages and fringe benefits are allowable to the extent that the total compensation to individual employees conforms to the established policies of the institution, consistently applied, and provided that the charges for work performed directly on sponsored agreements.

Fringe benefits costs should be in line with institutional policies regarding: annual leave, sick leave, military leave, and employer contributions or expenses for social security, employee insurance, workmen's compensation insurance, and tuition or remission of tuition for individual employees.

Consultants and Contracts: *allowable*

EDGAR states that costs associated with consultants are allowable if there is a need in the project for the services and the grantee cannot meet that need by using an employee rather than a consultant.

Providing Donations and Contributions: *unallowable*

Contributions or donations (including cash, property, and services) are unallowable costs.

This should be distinguished from the match. GEAR UP may receive donations, contributions or services under the GEAR UP match guidelines.

Entertainment Costs: *unallowable*

Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such activities (such as tickets to shows or sports events, recreational activities such as swimming, meals, lodging, rentals, transportation and gratuities) are unallowable.

Be sure to distinguish these unallowable expenses from similarly worded and allowable student activities, meetings and conferences that are approved as part of your grant agreement.

Equipment: *allowable*

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and for GEAR UP accounting purposes, has a per-unit cost equal to or greater than \$5,000.

The title (documented ownership) of the equipment vests in the grantee and may be used for other projects as long as that use does not interfere with the terms of the grant award.

Fines and Penalties: *unallowable, with exceptions*

Costs resulting from violations or failure of the fiscal agent to comply with, federal, state, and local or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the sponsored agreement, or instructions in writing from the authorized official of the sponsoring agency authorizing in advance of such payments.

Fines and Penalties continued:

Late fees, including late fees for registrations, and interest charges on credit cards are unallowable. Student fines are also unallowable.

Fund Raising: *unallowable*

Costs of organized fund raising are not allowed.

Goods or Services for Personal Use: *unallowable*

Costs of goods or services for personal use of the governmental unit's employees are unallowable regardless of whether the cost is reported as taxable income to the employees.

Lobbying: *generally unallowable, with exceptions*

Federal funds cannot be used to:

- Influence the outcome of referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity.
- Support a political party, campaign, political action committee.
- Influence the introduction, enactment or modification of state or federal legislation through direct or grassroots lobbying.

However there are a few exceptions, including:

- Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement.
- Efforts to influence state legislation in order to directly reduce the cost, or to avoid material impairment of the institution's authority to perform the grant, contract, or other agreement.
- Any activity specifically authorized by statute to be undertaken with funds from the grant, contract, or other agreement.

Memberships, Subscriptions and Professional Activity Costs: *allowable, with exceptions*

Costs associated with memberships in business, technical, and professional organizations are allowable. In addition, subscriptions to business, professional, and technical periodicals are allowable.

Please note that the circulars make the following exceptions:

- State entities can use federal funds for membership in civic, community, and social organizations which are allowable as a direct cost with the approval of the USDOE.
- State entities cannot use federal funds for membership in organizations substantially engaged in lobbying.

Meetings and Conferences: *allowable*

Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. Be aware of restrictions pertaining to entertainment costs.

Publications and Printing: *allowable*

Publication costs—including the costs of printing, distribution, promotion, mailing, and general handling—are allowable federal costs if they are allocable to project objectives. If not, any publications or printing should be paid for by institutional or indirect funds.

Rental Cost of Buildings and Equipment: *allowable*

With stipulations, rental costs are allowable to the extent that the rates are reasonable in light of such factors as: (1) rental costs of comparable property, if any; (2) market conditions in the area; (3) alternatives available; and, (4) the type, life expectancy, condition, and value of the property leased. Rental arrangements should be reviewed periodically to determine if circumstances have changed and other options are available.

Severance Pay: *allowable*

Costs of severance pay, for personnel whose services have been terminated are allowable only to the extent that such payments are required by law, by employer-employee agreement, by established policy that constitutes in effect an implied agreement on the institution's part, or by circumstances of the particular employment.

Student Activity Costs: *generally unallowable, with exceptions*

Costs incurred for intramural activities, student publications, student clubs, and other student activities, are unallowable, unless specifically provided for in the grant agreement.

Supplies: *allowable*

Costs incurred for supplies to carry out the grant are allowable. Supplies have a per-unit cost of less than \$5,000.

Travel Costs: *allowable*

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the institution. Travel outside of the United States requires prior approval.

Travel costs also may be incurred in relation to local events for students, parents or professionals participating in programs authorized by the GEAR UP statute. Please see the Washington State GEAR UP Travel Guidelines for additional guidance.

NOTE: Just because a cost is interpreted as being allowable under the OMB cost principles, it is not guaranteed that you will be able to make that expenditure. The Washington Student Achievement Council is the primary entity that determines if an allowable cost is acceptable. This may happen when, for example, a cost identified as allowable under the circular may be disallowed in program regulations or statute, or fail to pass the USDOE's judgment that it is justified, allowable, or reasonable.

WASHINGTON STATE GEAR UP PROGRAM SPECIFIC ALLOWABLE COSTS AND GUIDELINES

Description	Amount	Purpose
Drawing Item: Grocery store gift card OR gas gift card OR restaurant gift card OR food gift basket	One item per meeting valued up to \$25	Attendance incentive for parent/family meetings NOTE: Gift cards can't be purchased for students and the prize drawing is for the parent and no other purpose
Clothing items with GEAR UP on them or college message. Any printing and/or setup charges must be included	Up to \$20 each	Students to wear on field trips, school events, special programs, community service and other events to promote GEAR UP, teamwork and safety on field trips (see note below)
Pens and pencils	Up to \$1 each	Student reward or incentive
Magnets or key chains	Up to \$2 each	Student reward or incentive
Stickers	Up to \$0.50 each	Student reward or incentive
Backpacks	Up to \$20 each	Incentive for academic achievement, attendance or service
School supplies (binders, folders, paper, bookmarks, highlighters, lanyards, markers, calculators and other school supplies)	Up to \$20 per student per year	Student reward or incentive
Coffee mugs, cups or water bottles	Up to \$5 each	Appreciation tokens for volunteers, water bottles may be purchased for students
Hats, scarves, bags and pennants with GEAR UP on them or college message	Up to \$10 each	Student reward or incentive
Career or educational books	Up to \$20 each	Student reward or incentive
Educational CDs	Up to \$20 each	Student reward or incentive
Educational DVDs	Up to \$20 each	Student reward or incentive
Decorations for events (flowers, balloons, e.g.)	Up to \$25 per event	For GEAR UP Family Nights only
Candy	Up to \$1 each	Student reward or incentive
Educational games	Up to \$20 each	Student reward or incentive
Flash drives	Up to \$10 each	Student reward or incentive

NOTES:

1. The reward/incentive budget shall be no more than 2% of contractor's total annual budget and must be pre-approved.
2. iTunes or similar items are considered entertainment and are not an allowable expenditure.
3. Gift cards are not an allowable expense for volunteers or students.
4. Clothing items may not be purchased for staff or parents effective 09/01/2015. Ready, Set, Grad t-shirts are available from WSAC GEAR UP for GEAR UP staff.
5. Items for staff are not an allowable expenditure. Thank you cards or certificates for staff appreciation are allowable.

Food and beverages may be offered to students and families **only** in conjunction with GEAR UP structured activities where the participants are receiving GEAR UP information, per the following guidelines.

Meal, Beverage and Snack Allowances		
Purpose	Description	Amount
Family or parent night event	Refreshments or Meals	Up to \$5/attendee for refreshments or up to \$8/ attendee for meal
Field trips or college visits	Meals. We recommend that one meal per day be provided through school food service to reduce costs.	Up to \$8 per student per meal Note: Up to \$10 per meal in King County Meals provided by a campus food service program will be reimbursed at full cost.
Field trips, college visits, and testing	Healthy, nutritious snacks (granola bars, string cheese, fruit, popcorn, trail mix, pretzels, crackers, milk, juice, yogurt, bagels or muffins)	Up to \$3 per day per student
Celebratory events or activity for students	Up to 1 event per quarter for student recognition for special achievement (GPA, attendance, or GEAR UP benchmark, etc.)	Up to \$1 per student per event
Advisory meetings	Coffee and light refreshments (fruit, bagels, donuts, muffins, cookies or cheese and crackers)	Up to \$5 per person per meeting. A meal is not allowable, including pizza.
College and career fairs	Meals for full day events	Up to \$8 per presenter (does not include students or staff) and only if the career fair extends over the lunch hour
School staff meetings or professional development	Not allowable	Meals for staff events are not an allowable expenditure
Staff meals	Not allowable for on school campus during the school day	Allowable for field trips up to per diem per school policy
Before and after school snacks	Not allowable	Use the USDA Food and Nutrition Service http://www.fns.usda.gov/cnd/afterschool/

1. Events must be entered in the portal to document participation PRIOR to the reimbursement being made. Food for events that are not listed in the portal will be denied.
2. The Expenditure Detail Form MUST INCLUDE the total number of participants for any event when food is provided. Must include: # GEAR UP students, # non-GU students, # family members, # staff.
3. Expenses that do not adhere to the above rules will not be reimbursed. Please do not ask for an exception.
4. If you are sharing expenses of an event with another program, you must document this on the Expenditure Detail Form and the distribution of charges is clearly detailed.
5. Perishable leftover food from events should be sent home with GEAR UP families and students whenever possible. In the event of excess, it can be distributed to GEAR UP students at school the following day. If neither of these are possible, it can be donated to a local homeless shelter. Non-perishable food should be kept for another GEAR UP event.

GEAR UP allows expenses related to dual credit options, credit recovery, student camps and placement tests. When using GEAR UP funds to pay these expenses, priority should be given to low-income students who do not have the family resources to pay for them. It is allowable to pay these expenses for other students if you have confirmed that family resources are not available. Use the following guidelines when planning for these expenses.

Miscellaneous Expenses		
Purpose	Description	Amount
Activities associated with academic college credit	Online classes for credit retrieval or enrichment, or College in the High School	Tuition is allowable for College in the High School, credit retrieval, and on-line classes offered on the school campus.
	Running Start	Books and supplies are allowable for Running Start. Transportation and parking are not allowable.
Summer college campus experience	Individual student camps on a college campus	Pre-approval required
Placement tests (ACT, SAT, Accuplacer, Compass)	College placement tests, including re-takes	Published amount when no waiver is available
AP Test Fees	Student fees to take the AP tests	Full test fee for non-FRPL students, OSPI subsidized fee for FRPL students allowed.
College Application Fees	Up to 3 college application fees is allowable. See required forms and instructions in the Coordinator Manual	Encourage students/families to pay a portion of the fee, usually \$15. Consideration should be made for family need. Waivers should be used when available.

GEAR UP will pay up to \$1,000 for a guest speaker, per year, per school building. The content must focus on college/career planning and preparation and may be motivational. It is strongly recommended that you obtain permission from the GEAR UP program before booking a speaker.

Guest Speakers		
Purpose	Description	Amount
Guest Speakers	College/career planning and preparation or motivational	Up to \$1,000

NOTE: There are three parts required each month in order for your district to be reimbursed for expenditures. They are as follows: the A19 Invoice Voucher, the Expenditure Detail Form and the required backup documentation.

At the beginning of each new grant year, a pre-filled A19 Invoice Voucher will be provided to your school district coordinator via email. Please only use this template when completing your A19.

If you should have any questions or would like assistance, please contact Lori Vani via email at LoriV@wsac.wa.gov or (360) 753-7789.

Step 1 – Completing the Expenditure Detail Form:

Payroll (*Salaries, Wages and Benefits Section of the Expenditure Detail Form*):

1. Print the month's Payroll Expense Report that shows all of the staff that your district paid for that month with GEAR UP funds.
2. In the "*Vendor Name – Who Was Paid,*" column type the names of the staff that were paid – each staff member's name should be listed on their own line.
3. In the "*Purpose or Reason for Expenditure*" column type why the staff member is being paid with GEAR UP funds.
 - a. **Regular GEAR UP staff, including tutors:** Type in the space provided the person's GEAR UP title.
 - b. **Substitutes:** Type in the space provided who substitute subbed for, what day(s) they subbed and what event occurred that required a substitute.
 - c. **Other:** Type in the space provided what the staff member did, what event occurred that required their work and what day(s) they worked for GEAR UP.
4. You do not need to submit timesheets. However, they must be kept on file in accordance with Federal Time and Effort Requirements and your district practices.

All Other Expenses (*Staff Travel and Professional Development, Goods and Services and Student Transportation*):

1. Print the month's Transaction Recap Report that shows all of the expenses your district paid for that month with GEAR UP funds.
2. Gather all the invoices and detailed receipts that appear on that month's transaction recap report.
 - a. Gather any additional backup that may be needed (e.g. staff travel forms, transportation logs, student field trip meal allowance forms etc.).
3. Make one copy of the invoice or receipt and any other additional required backup. (Your school district should keep the originals).

4. Organize the invoices and backup according to the section they belong in on the Expenditure Detail Form (Staff Travel and Professional Development, Goods and Services and Student Transportation) then fill out the detail in the space provided:
 - a. **“Vendor Name – Who Was Paid?”** – Type the name that appears on the invoice or receipt. This is who the school district paid.
 - b. **“Purpose or Reason for Expenditure”** – Type why your district made this GEAR UP purchase. What was it for? Who was it for?
 - i. **Food:** What event/activity was food purchased? How many GEAR UP students or family members was food purchased? If food was paid for by multiple funding sources then it should be documented on the receipt and Expenditure Detail Form. An example of this would be if you included non-GEAR UP students and families.
 - c. **Receipt or Billing #** – You need to MANUALLY write a number on each invoice or receipt as well as its backup (do not duplicate numbers). Take the number you assigned to the invoice/receipt and in the “Receipt or Billing Number” column, type in the number you assigned to it. These should be consecutive numbers, starting with number one at the top.
 - d. **Receipt Amount** – Type in the space provided the amount that appears on the invoice or receipt.
 - i. **If you are asking GEAR UP to pay a different amount than what is shown:** Type in the amount that GEAR UP is supposed to pay (GEAR UP can pay less but cannot pay more than the amount shown on any invoice or receipt) and explain why either in the Purpose or Reason for Expenditure column or by including additional documentation.
- **Direct Costs:** This line on the Expenditure Detail Form automatically adds up all the category subtotals.
 - **Indirect Costs:** If your district is claiming indirect (refer to your contract) then you need to enter your district’s indirect rate under “Rate” and the template will calculate what your district may claim.
 - **Total Reimbursement Requested:** This line calculates your direct and indirect totals.

Step 2 – Completing the A19 Invoice Voucher:

1. Pull up the A19 Invoice Voucher template that was created specifically for your school district.
2. In the “Date” column: Put last day of the transaction recap report period.

3. In the “Description” column: There are several categories already typed in. These categories match the categories on the Expenditure Detail Form – DO NOT change these and do not add your own.
4. In the “Quantity, Unit and Unit Price” columns: You may leave these blank.
5. In the “Amount” column: Type the corresponding subtotal amounts from the Expenditure Detail Form.
6. In the “For Agency Use” column: Do not type or write in this column.
7. In the “Subtotal” column: The A19 automatically adds this for you based on your other category totals.
8. In the “Indirect Costs” (%) column: If your district is claiming indirect, type in the amount that the Expenditure Detail Form shows your district is owed for indirect for that month.
9. In the “Total” column: Your district’s A19 template automatically will add the amounts you have entered in the “Amount” column here. This is the amount your district is claiming for reimbursement. Make sure this amount matches the amount shown on the Expenditure Detail Form. If the Expenditure Detail Form and the A19 template have different amounts, check for data entry errors.
10. Fill in the other sections of the A19 including prepared by, telephone number and date.
11. Print out the A19. Fill in your title, sign and date it.

Step 3 – Mailing Instructions:

1. Make a copy of the A19 and backup documentation. Keep this copy for your records and refer to if you are contacted with questions about the contents of the A19.
2. Mail the ***original, signed*** A19, along with the Match Summary Form and backup documentation, each month during the week of the 25th to:

Washington State GEAR UP
 Washington Student Achievement Council
 Attn: Lori Vani
 917 Lakeridge Way SW
 PO Box 43430
 Olympia, WA 98504-3430

IMPORTANT:
The School District’s A19 will not be paid until the match for that month is received.

Records Retention Requirement: The contractor must retain itemized records of all contract expenditures for six years after the final contract payment is remitted. The records may be subject to program review or audit. For Grant III, 2011-2017, records must be retained through 2023.

Washington State GEAR UP Expenditure Detail Form				
(Insert School District Name Here)				
Insert Month and Year Here				
Directions: Complete and submit this form with the A19 Invoice Voucher and required backup documentation by the 25th of each month.				
Vendor Name - Who was paid?	Purpose or Reason for Expenditure	Receipt or Billing #	Receipt Amount	Category Total*
Salaries, Wages and Benefits				
<i>Sarah Canny</i>	GEAR UP Coordinator	1	\$ 1,245.56	
<i>Eric Haugland</i>	Substitute teacher - Subbed for teacher Luke Wallfield. Luke attended the GEAR UP field trip on 09/12/14 to UW	1	\$ 112.43	
<i>Naomi Wallace</i>	After school tutor in district's GEAR UP program	1	\$ 347.98	
<i>Roger Smith</i>	Daycare provider - 1 hour of daycare services during the GEAR UP financial aid night on 09/14/14	1	\$ 16.76	
Subtotal of Salaries, Wages and Benefits (total of lines 9-14)				\$ 1,722.73
Staff Travel and Professional Development				
<i>The Hilton Hotel</i>	2 Rooms - Nick Samson, Will Clemmons and Tiffany Straw - Attended professional development training in Seattle, WA on 9/20-09/21	2	\$ 345.23	
<i>Will Clemmons</i>	Travel expenses during professional development training in Seattle, WA on 09/20-09/21 (mileage, meals and ferry fare)	3	\$ 185.32	
<i>Tiffany Straw</i>	Travel expenses during professional development training in Seattle, WA on 9/20-09/21 (meals only - Tiffany drove with Will)	4	\$ 64.00	
<i>Nick Samson</i>	Travel expenses during professional development Training in Seattle, WA on 09/20-09/21 (meals only - Nick drove with Will)	5	\$ 64.00	
Subtotal of Staff Travel and Professional Development (total of lines 15-18)				\$ 658.55
Goods & Services				
<i>Albertsons</i>	Food for financial aid night on 09/14/14: 44 GEAR UP students, 62 GEAR UP family/friends and 5 staff.	6	\$ 174.85	
<i>Fred Meyer</i>	Snacks for field trip to UW on 09/07/14: 20 GEAR UP students and 3 staff	7	\$ 15.65	
<i>Office Depot</i>	Office supplies for GEAR UP staff (pens, pencils, staples and paper)	8	\$ 45.32	
<i>Office Depot</i>	Binders and paper: This purchase is a shared expense because half of the purchase is going to be used by non-GEAR UP students	9	\$ 69.32	
<i>School District Name</i>	Money for field trip to SAM on 09/21/14: 32 GEAR UP students	10	\$ 256.00	
Subtotal of Goods and Services (total of lines 21-25)				\$ 561.14
Student Transportation				
<i>School District Transportation Dept. (This can include driver time and pay)</i>	Field trip on 09/07/14: 20 students and 3 staff to UW	11	\$ 189.10	
Subtotal of Student Transportation (total of lines 28-29)				\$ 189.10
Total Direct Costs				
Total Direct Costs from Each Category Above				\$ 3,131.52
Indirect Costs				
Calculation	Total Direct Costs	Rate	Total	
School District Federal Restricted Rate x Total Direct Costs	\$3,131.52	3%	\$ 92.69	
Total Reimbursement Requested	Total Direct Costs + Total Indirect Costs (lines 77+81)			\$ 3,224.21

*Transfer the category subtotals to the A19 Invoice Voucher.

General Information

GEAR UP related travel must be approved in the annual work plan and budget. In general, out of state travel is not allowable. However, the following exceptions may be requested:

1. AVID Summer Institute
2. GEAR UP West
3. National Council for Community and Education Partnerships (NCCEP)
4. College visits to bordering states, Idaho and Oregon

The annual work plan and budget will include a line item specific to Washington State GEAR UP sponsored professional development. This includes the following activities:

1. GEAR UP West Conference
2. Winter Workshop
3. Spring Workshop
4. Summer Workshop
5. University of Washington Educator Development Initiative Teacher Summer Institute

The funds in this line item are for these activities exclusively, and may not be reassigned to other activities. Unspent funds will remain with Washington State GEAR UP.

Travel Reimbursement Processes

In order to ensure smooth processing and reimbursement of GEAR UP related travel expenses, there are two important considerations:

1. District employees must follow the district's rules and policies regarding travel allowances and reimbursement requirements. If your district reimburses less than GEAR UP allows, staff must be reimbursed at the district rate. However, if your district has an existing written policy that allows for a higher reimbursement rate for grant funded programs, then you must provide that documentation to our agency.
2. Washington Student Achievement Council (Council) GEAR UP can only reimburse for travel expenses (of any kind) up to the maximum allowed amount set by the Office of Financial Management (OFM). A map of the current per diem rates can be found at <http://www.ofm.wa.gov/resources/travel/colormap1015.pdf>. The map is updated annually, each October.

All district employees need to claim travel expenses in the manner that their district requires while still providing GEAR UP with the necessary travel expense documentation required by the program for reimbursement. Staff members will submit a travel expense voucher and documentation to their school district to be reimbursed for travel expenses.

If a district credit card is used to pay travel expenses for any employee, then the receipts and an authorization form (sometimes called a p-card authorization) must be submitted. All information normally required for travel must be included: the purpose of the travel, departure and return times and the names of the staff who received the meals, and their signature is required.

Prior to all GEAR UP sponsored activities that require travel, including GEAR UP West, pro-dev workshops, summer camp, and AVID, GEAR UP staff will provide a detail of allowable expenses related to that specific event. You are expected to follow these guidelines and limits, without exception. If an exception is needed, then you must submit in writing to Lori Vani prior to the event for approval.

By following the guidelines below, this will ensure that your district is reimbursed for all GEAR UP related travel expenses.

Meals

- GEAR UP can only reimburse for the cost of meals up to the maximum allowed amount set by OFM, as these are called “state meal per diem rates.” Again, if districts reimburse employees for less than the allowed per diem, your district will only be reimbursed for that amount.
- Meals are only reimbursable if the staff member is in travel status. This includes overnight travel or going on field trips with students/families. Staff may be reimbursed for meals while attending a field trip with students, if it is over a meal period.
- Travelers must be in travel status during the entire agency-determined meal period(s) in order to qualify to collect meal payments for meal(s). GEAR UP has established the following agency determined meal periods:
 - **Breakfast: 6:30-7:30 am**
 - **Lunch: 12-1 pm**
 - **Dinner: 4:30-5:30 pm**
 - **If you leave prior to the established meal period then you are entitled to that meal unless it is provided and as long as your school district allows for that reimbursement. Also, you cannot extend your travel just to qualify for a meal.**
- Departure and Return Times
 - Per state rules, travelers must document their departure and return times for all trips.
 - Departure and return times are used to determine eligibility for meal reimbursement and without them we cannot reimburse for meals.
 - Your **departure time** is recorded as the time you left either your home or place of work on the first day of the trip, whichever is later. If you did not go to your place of work on that day, then use the time you left your home.
 - Your **return time** is the time you arrive back at your home or place of work on the final day of travel, whichever is earlier. If you do not return to your place of work on that day, then use the time you arrived at your home.
 - Departure and return times **must be filled in** on either the travel expense voucher or the Expenditure Detail Form in order to be reimbursed.
- Meal Receipts
 - If you claim per diem (state or district allowance, whichever is less) a meal receipt is not required – UNLESS it is required by your school district.
 - If your district reimburses you based on the actual cost of the meal, not to exceed the states per diem, then GEAR UP requires a copy of your receipt.
 - GEAR UP requires that all meal receipts be detailed. Credit card receipts are not detailed and therefore are not an acceptable form of documentation. Receipts must show what was purchased.

- When submitting meal receipts, if you are paying for your meal and another individual's meal, you must request separate receipts showing only the cost of your meal.
- Meal receipts should be reasonable; if one person's meal is on the receipt, it is expected that one meal be purchased.
- Staff members will not be reimbursed for meals if a meal was provided at the event. The only exception to this is if a continental breakfast is provided (all cold items), then you may request reimbursement for breakfast. If a hotel provides a hot breakfast as a part of your stay, it is considered a provided meal and will not be reimbursed.

NOTE:

- Alcoholic beverages will not be reimbursed. Receipts, when required, should not include alcohol expenses.
- GEAR UP will only pay for the approved traveling staff member's meal expenses even if combined meal costs for one approved traveler plus companion(s) does not exceed the allowed maximum amount.
- The state allowed per diem amount per meal includes tax and tip, so travelers will not be reimbursed if the items exceed the allowed per diem.
- Incidentals, such as coffee, snacks, frozen yogurt or ice cream, dessert, purchased separate from a meal are not reimbursable.

Transportation

- **Privately Owned Vehicle (POV) Mileage Rate**
 - GEAR UP can reimburse for use of a district or personal vehicle up to the allowed maximum amount set by OFM, which is \$0.54 per mile (effective 01/01/16). However, if your district reimburses at a lower rate, that is what should be reimbursed and requested from GEAR UP. If the amount per mile increases or decreases, GEAR UP staff will notify the school districts regarding the change.
- **Carpooling**
 - Staff members are expected to carpool to GEAR UP events. GEAR UP encourages carpooling to maximize resources.
- **District Vehicles**
 - GEAR UP can reimburse for the use of other district vehicles (SUV, van or bus) up to the allowed maximum amount set by the school district but will need written verification of the cost per mile being claimed from the school district.
- **Driver Cost**
 - When a district vehicle, such as a bus is being used for transportation, GEAR UP will reimburse for driver time, benefits and mileage and will need written verification of these expenses, such as a transportation log or invoice.
- **Tolls**
 - GEAR UP will reimburse for bridge and ferry tolls and require detailed receipt(s). High Occupancy Toll (HOT) lanes will not be reimbursed.
- **Rental Car**

- GEAR UP will not reimburse for the use of a rental car except in rare instances. All rental cars must be pre-approved and prior to the funds being spent.
- **Taxis or Shuttles**
 - GEAR UP will reimburse taxi or shuttle expenses to and from the airport while traveling for GEAR UP. Taxis, trolleys or busses that are taken by staff members to dinner while attending a conference are considered a personal expense and are not allowable. Limos or other options will not be reimbursed.

Lodging

- GEAR UP can reimburse for lodging up to the maximum allowed amount set by OFM.
- Taxes and fees associated are not included in the OFM lodging rates and therefore are reimbursed in addition to the room rate.
- Internet must receive pre-approval from GEAR UP. Internet access may be approved, if necessary, for administrators but not for the other staff members. Typically, free Internet is usually available in the hotel lobby or public spaces.
- If lodging is required that exceeds the set OFM amount then pre-approval must first be obtained by GEAR UP. For example:
 - If a conference is being held at a hotel that charges over per diem, the costs may be reimbursed to the district only if pre-approval is given. This may be allowed when the cost of staying at a separate venue requires additional transportation expenses that would result in higher costs than staying at the conference venue.
 - Under no circumstances will approval be given for lodging that exceeds 150% of per diem. If approval is given, the traveler must select the most economical room available under the circumstances.
 - A detailed invoice is required for all lodging expenses. The invoice must show the cost of the room, as well as the taxes and fees.

Parking

- If parking at a hotel for an event, parking included on the lodging receipt will be reimbursed.
- GEAR UP will reimburse for other parking and a detailed parking receipt is required.
- GEAR UP will not reimburse for valet parking. If you opt to use valet parking, only the standard rate will be reimbursed.
- If a GEAR UP rate is available, parking will only be reimbursed up to that amount.

Airfare

- Staff may travel by air (economy class) and a detailed receipt showing all costs is required for reimbursement from GEAR UP. GEAR UP recommends booking directly with the airline rather than using a travel agency/service. If you book online, print out the actual receipt and not the confirmation.
- **Baggage**
 - GEAR UP will reimburse for up to one checked bag. A detailed receipt showing the expense is required.
- **Other Fees**
 - Charges for changing a flight reservation is not reimbursable.
 - Early check-in fees are not allowable.

- Flight insurance is not an allowable expense.

Advance Travel

- GEAR UP cannot reimburse for advance travel. Because travel advances are estimates of travel expenses, GEAR UP cannot accept these forms for reimbursement.
- GEAR UP cannot reimburse a school district more than what a school district reimbursed its employee for.
- Only completed travel expense vouchers with proper backup documentation will be reimbursed.

Travel Expense Voucher

- GEAR UP accepts school district travel expense vouchers with receipts as backup.
- Staff members must complete a travel expense voucher completely by providing as much detail as the travel expense voucher requests including the purpose of the trip and the location and dates of travel. Departure and return times must also be filled in on the travel expense voucher even if the school district form does not require them.
- The following items must also be included:
 - **Mileage:** How many miles are being claimed from destination to destination?
 - **Meals:** How much is being claimed for breakfast, lunch and dinner on each travel day(s)?
 - **Lodging:** How much for each night is being claimed for lodging? A detailed invoice of lodging expenses is always required for reimbursement from GEAR UP.
 - **Miscellaneous Expenses (Tolls, parking, and baggage, etc.):** Detailed receipts must be provided.

Documenting Travel

- Provide copies of all detailed receipts/invoices for travel expenses being requested for reimbursement.
 - Copies of credit card receipts and statements or bank statements are not considered acceptable backup documentation.
- Provide copies of completed travel expense vouchers.
- Provide a copy of the transaction recap report showing who and what was paid with GEAR UP funds.

Traveling to GEAR UP Events

- Prior to each GEAR UP sponsored professional development event, GEAR UP staff will send the information needed related to travel arrangements, including lodging reservation information, meals and any other guidance to ensure that you are prepared for your trip. Please watch for these emails.

Out of State Travel

- Out of state travel is rarely approved by GEAR UP. The exceptions are the national GEAR UP conferences, AVID Summer Institute and GEAR UP West. When planning out of state travel, it is important to understand the difference between GSA (federal) and OFM (state) per diem rates for meals.
- Federal GSA per diem rates are available at <http://www.gsa.gov/portal/content/104877>.

- When traveling out of state, you should start by looking up the federal rate of your destination. Next, you will take the daily per diem rate for the destination and translate it to the OFM rate per meal, as listed on the state per diem map at <http://www.ofm.wa.gov/resources/travel/colormap1015.pdf>.
- For example:
 - The GSA per diem meal rate for San Francisco, California is \$74 per day.
 - Question:** How much will I receive per meal in San Francisco, California?
 - Answer:** The OFM per diem map shows that the daily per diem is \$74.
 - Therefore, you will receive \$19 for breakfast, \$22 for lunch and \$33 for dinner.

Questions

If you have questions about a specific GEAR UP event, please contact Kelly Keeney at KellyK@wsac.wa.gov.

If you have questions about the travel reimbursement process, please contact Lori Vani at LoriV@wsac.wa.gov.

Directions: Use this form to document CASH given to students for meals on field trips. Each students must sign for each meal allowance received. This form is acceptable backup for A19 documentation. **Note:** Chaperones receiving the meal allowance may sign this form as acceptable backup documentation. Chaperones given per diem meal allowance must complete a school district travel voucher and should not be included on this form. Do not use this form when you are purchasing a group meal and paying one bill. King County student meal allowance is \$10, all other areas are \$8.

Date(s) of Trip: _____ Destination: _____

Chaperone(s): _____

# of Students	Student Name	Grade Level	Breakfast (\$8) Amount: Date:	Lunch (\$8) Amount: Date:	Dinner (\$8) Amount: Date:	Snack: (\$3) Amount: Date:
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
	Total:					

I confirm that the names listed above are GEAR UP eligible students and the roster is accurate.

X _____
Coordinator's Signature

X _____
Date

FIELD TRIP APPROVAL FORM – FREQUENTLY ASKED QUESTIONS

Q: When is it necessary to submit a field trip approval form?

A: A field trip approval form should be submitted when your budget doesn't specifically state where you will be going on the field trip and/or it isn't in your approved budget. For example, if your budget states that you will be taking students to visit 10 college visits throughout the school year but it doesn't specifically say what colleges, an approval form is required.

Q: Is a budget revision required for a field trip?

A: It depends. If the field trip is not in your budget at all, you will need to answer NO to the last question on the Field Trip Approval Form and explain how you will fund the activity. We will determine if a budget revision is required based on the response.

Q: How do I submit the field trip approval form?

A: A field trip approval form should be submitted via our website at: <http://www.gearup.wa.gov/webform/field-trip-approval-form>

Q: Should I submit a field trip approval form if I have approval in my budget for a particular college/career visit, but I replace it with another?

A: Yes, submit a field trip approval form if you are replacing it with another college/career visit, as this needs to be noted in your budget.

Q: When should a field trip approval form be submitted?

A: A field trip approval form should be submitted at least 10 days prior to any field trip using GEAR UP funds.

Q: When will I receive notification that my field trip has been approved or denied?

A: An approval or denial will be emailed out within 72 hours.

Q: When can I pay for non-GEAR UP student expenses for field trips?

A: It depends. In general, non-GEAR UP student expenses must be covered by another funding source.
Cohort Schools: GEAR UP cannot pay for any non-GEAR UP student expenses. This includes all meals, lodging, related chaperone expenses, and any other fees. If non-GEAR UP students attend a field trip, their expenses must be covered by another funding source. If non-GEAR UP students attend, the transportation costs must be prorated according to GEAR UP/non-GEAR UP participation. Chaperone expenses will be paid at 1:10 ratio, unless the school has a policy requiring a lower ratio.
Priority Schools: GEAR UP cannot pay for any non-GEAR UP student expenses. This includes all meals, lodging, related chaperone expenses, and any other fees. Sometimes, transportation can be paid for by GEAR UP, but it depends on the proportion of non-GEAR UP students attending. In general, if more than half of the students are GEAR UP, and taking additional students did not increase the transportation expense, GEAR UP will reimburse the full amount. Chaperone expenses will be paid at 1:10 ratio, unless the school has a policy requiring a lower ratio.

Q: Are recreational activities, such as ice skating, rock climbing or swimming, allowed on field trips?

A: In order to keep students positively engaged on field trips, recreational activities are only allowed if the activity is offered on the college campus and must be preapproved by GEAR UP. Recreational activities are only allowed on overnight field trips not day trips.

Q: What are the requirements for a college visit?

College visits – if they do not include the basic requirements, they will not be approved.

- ❑ Financial Aid, Admissions, Student Support Services, current student perspective are the minimum requirements.
- ❑ Time in a college class, or time with a professor/instructor is optional but highly recommended.
- ❑ Work with the college admissions office/student visitation program to provide a quality experience for our students.
- ❑ Use Beth's resource guide to help you plan. http://gearup.wa.gov/sites/default/files/resources/getting_ready_for_campus_visits.pdf

Q: Am I required to submit an agenda for field trip approval?

You must submit an agenda for all field trips when you submit the Field Trip Approval form from the website <http://gearup.wa.gov/webform/field-trip-approval-form> . A sample agenda is available on page 29 of this section of the Coordinator Manual, http://www.gearup.wa.gov/sites/default/files/resources/section6additionalformsresources_0.pdf .

For trips that do not require the Field Trip Approval (i.e., those already detailed in your work plan and budget) you must submit an agenda to Marcie Sample for approval, marcies@wsac.wa.gov.

Field trip agendas must be detailed, include the time estimates for each activity, and the detailed activities. Again, the sample agenda link above will provide guidance for this.

This document is meant for general guidance only. If you have specific questions about field trips, please contact Lori Vani at 360-753-7789 or loriv@wsac.wa.gov.

College Application Fee Reimbursement Form Instructions

To support GEAR UP students applying for college who may not be able to financially afford the college application fees, GEAR UP can offer limited support.

For GEAR UP schools to pay for a portion of the fees, please follow these instructions:

1. First, you must designate a portion of the GEAR UP budget to pay for college application fees.
2. If you have the budget capacity, you may pay for up to three college application fees per student.
3. Students must ask the college they are applying to for an application fee waiver. This information is not always readily available on the college's website, so work with your school counselor to apply for a waiver. Students who had waivers for the SAT/ACT automatically qualify for the waiver. Information is available here:
 - a. Using SAT waiver for college application fee waivers: <https://collegereadiness.collegeboard.org/sat/register/fees/fee-waivers>
 - b. Using ACT waiver for college application fee waivers: <http://www.act.org/content/dam/act/unsecured/documents/RequestForWaiverForm.pdf>
4. If the student is denied an application fee waiver from the college, the student may complete the College Application Fee Assistance Form and submit to GEAR UP staff to request payment for a portion of the fee.
5. This is intended to provide financial assistance to eligible students in need only. If families have the financial resources to pay the application fees, GEAR UP may not provide assistance.
6. The student is asked to pay the first \$15 of the application fee for each college application. However, if a student cannot pay this share, the GEAR UP Coordinator may use professional discretion to approve full payment of the fee.
7. Other costs, such as deposits for housing or admission are not an allowable GEAR UP expense.
8. **IMPORTANT – Do not miss this step!** When the student applies online and the application fee is paid, they must print the receipt. You usually cannot go back and get a receipt later. You must submit a receipt with your A19 to be reimbursed.

Student Name: _____

High School: _____

		(A)	(B)	(A) – (B)
<i>Name of College Where I Am Applying</i> <i>College Name</i>	<i>By checking this box, I verify that I have asked about the college's application waiver</i>	<i>College Application Fee</i>	<i>Student's Share</i>	<i>Amount Requested</i>
	<input type="checkbox"/>	\$	\$	\$
	<input type="checkbox"/>	\$	\$	\$
	<input type="checkbox"/>	\$	\$	\$
Total Requested: \$				

Comments:

1. GEAR UP students may be eligible for college application fee waivers if they had a waiver for the SAT or ACT. You are required to contact the institution to determine waiver eligibility before paying the fee.
2. If it is deemed a hardship for the family/student to pay the \$15 shared cost, the Coordinator may waive this fee and pay the full application fee.
3. Districts must determine a process for paying application fees on behalf of the student. Typically, the options are for the district to pay the fee using a district credit card, the family paying the fee and asking for reimbursement, or another person paying the fee and asking for reimbursement.
4. Documentation of payment is required. This may include an email confirmation of payment or an invoice receipt from the institution. The documentation must show the student's name, the amount of the fee, and the date of the payment.

GEAR UP Coordinator: _____ Date: _____

Instructions:

Submit this form, along with the receipt or invoice from the college(s), with the A19 Invoice to WSAC for reimbursement.

1. Describe the NEW activity or budget item you are requesting to add to your GEAR UP plan. Include the benchmark this new activity will address. Who will participate in the new activity? Then, complete the table below detailing the costs for this activity.

NOTE: If you are adding more than one new activity, please complete a separate table for each activity. You may copy and paste the table below if you are requesting additional revisions.

Activity Description	
Which GEAR UP Benchmark(s) is/are met with this activity?	
Who will participate? (Number of students, classes, or groups)	
Description of Costs	Estimated Cost
TOTAL ESTIMATED COST OF THIS ACTIVITY	\$

Activity Description

Which GEAR UP Benchmark(s) is/are met with this activity?	
Who will participate? (Number of students, classes, or groups)	
Description of Costs	Estimated Cost
TOTAL ESTIMATED COST OF THIS ACTIVITY	\$

(ADD more sections if needed for additional activities.)

2. Explain how you will fund the new activity. Have you underspent in one or more areas, or are you eliminating one or more activities? Please be specific.

Original Activity	Revised Activity (or indicate DELETED)	Original Budget	Revised Budget

3. Attach a revised copy of your detailed budget. If you need a copy of the budget, please email Lori Vani, loriv@wsac.wa.gov. **NOTE: Make all changes in the detailed budget RED so that they are easily identifiable.**

This form must be submitted by the principal or other building administrator who is the lead for the GEAR UP program in your school. Please submit by email to: Lori Vani, loriv@wsac.wa.gov.

Submitted by: _____ Date: _____



Time and Effort
HOURS WORKED BY CALENDAR DAY

Name: _____

Month/Year: _____

Organization: _____

Total Hours -

-

Transfer Percentage

#DIV/0!

PROGRAM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	PERIOD TOTAL
<i>GEAR UP Work</i>																-
<i>Non-GEAR UP Work</i>																-
																-
<i>ANNUAL LEAVE</i>																-
<i>SICK LEAVE</i>																-
<i>PERSONAL HOLIDAY</i>																-
DAILY TOTAL																-

PROGRAM	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	PERIOD TOTAL
<i>GEAR UP Work</i>																	-
<i>Non-GEAR UP Work</i>																	-
																	-
<i>ANNUAL LEAVE</i>																	-
<i>SICK LEAVE</i>																	-
<i>PERSONAL HOLIDAY</i>																	-
DAILY TOTAL																	-

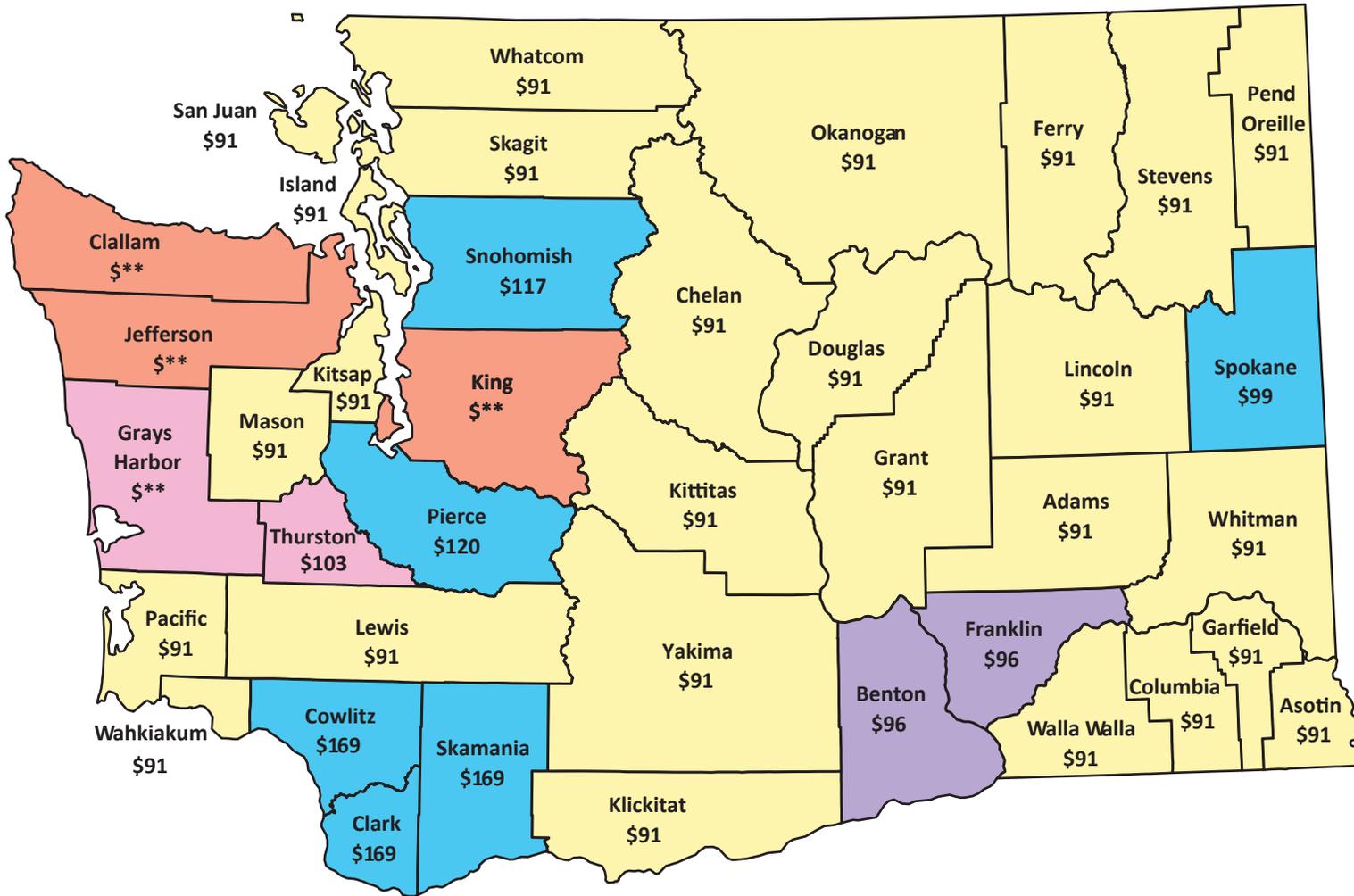
I HEREBY CERTIFY THAT THIS TIME SHEET IS A TRUE STATEMENT OF THE TIME WORKED BY ME.

EMPLOYEE'S SIGNATURE _____ DATE _____

I HEREBY CERTIFY THAT THIS TIME SHEET IS A TRUE STATEMENT OF THE TIME WORKED BY THIS EMPLOYEE.

SUPERVISOR'S SIGNATURE _____ DATE _____

Per Diem Rates - As of October 1, 2016



TOTAL	B	L	D
\$51	\$13	\$15	\$23
\$59	\$15	\$18	\$26
\$64	\$16	\$19	\$29
\$69	\$17	\$21	\$31
\$74	\$19	\$22	\$33

\$ Maximum Lodging Rate
 ** Seasonal Lodging Rates (see table)

Clallam & Jefferson	07/01 - 08/31	\$144
	09/01 - 06/30	\$102
Grays Harbor	07/01 - 08/31	\$123
	09/01 - 06/30	\$94
King	06/01 - 08/31	\$240
	09/01 - 10/31	\$205
	11/01 - 05/31	\$167

POV Mileage Rate
 The privately owned vehicle mileage reimbursement rate is \$0.540 per mile. (effective 1/1/16)

For Out-of-State Per Diem Rates, refer to the GSA website at: <http://www.gsa.gov>. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer to the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c