

Travel Policy

Policy No. 635



Travel to national and regional events is allowable for Policy Council Representatives, sub-contractor staff, and PSESD employees for the purpose of approved professional learning, business, grant reporting, and other program-related issues.

Washington State Office of Financial Management (OFM) requirements and guidelines shall apply. For sub-contractor staff, travel and expense policies and procedures of the employing agency shall apply.

When Policy Council Representatives or sub-contractor staff are required to attend an approved program-related event, the travel expenses will be paid by PSESD Early Learning Program.

Approved by Policy Council: October 13, 2015
Approved by Board of Directors: November 18, 2015

ECEAP Performance Standards: C-19
Head Start Act: 644
Head Start Performance Standards: 1301.32, 1308.5