



**FREMONT UNION HIGH SCHOOL DISTRICT
CONFERENCE REIMBURSEMENT SUMMARY CHECK LIST (9/1/19)**

Only expenses required by the conference will be reimbursed. Personal expenses are not reimbursable.

1. **Authority to travel:** Copy of conference request
2. **Proof of Registration Fee Payment** (if participant paid) – **one** of the following:
 - a. Original receipt showing “Paid by” (not “Paid for”)
 - b. Original receipt showing detailed method of payment
 - c. Photocopies (front & back) of cancelled/paid check
 - d. Copy of bank statement
 - e. Copy of credit card statement
3. **Meals**
 - a. **Original detailed meal receipts – must show all items purchased - summary not acceptable**
 - b. \$54.00 (including tip) per person per 24-hour period
 - c. Gratuity will only be reimbursed at rate of 15% to 20%
 - d. Partial days prorated as follows: Breakfast = \$10, Lunch = \$16, Dinner = \$28
 - e. If meal is for 2 or more guests – indicate the name(s) of the other guest(s), if an authorized participant(s), otherwise only his/her share is allowed
 - f. Photocopy of meal receipt can only be used if meal is for multiple people – indicate the name of the other guest (if an authorized participant) who has the original receipt
 - g. Alcoholic beverages are not allowed - deduct price, including tax, and percentage of gratuity
 - h. If lunch is included w/ conference, only breakfast & dinner can be claimed each day (\$38.00 per day)
 - i. For 1-Day conferences, only lunch is allowed and cannot exceed \$16.00 including tip.
4. **Lodging**
 - a. **Original detailed hotel bill** showing breakdown of expenses and showing proof of payment
 - b. Telephone & internet charges – indicate whether official or personal
 - c. Room service – attach original detailed receipt showing its breakdown
 - d. If shared by another authorized participant – indicate the name
 - e. If one or more extra day is claimed – attach justification with your signature on it
 - f. If there is an advance payment – indicate who made the payment
5. **Airfare**
 - a. If copy of passenger’s ticket – attach proof of payment
 - b. If bought on-line – attach the print-out showing proof of payment
 - c. Personal side trips are not reimbursable
 - d. If departure and return dates are 2 or more days earlier or later, attach justification with your signature
 - e. If employee uses personal vehicle in lieu of air travel, Dist. will reimburse the lesser amount
6. **Local Transportation**
 - a. Original car rental receipt showing the details of charges - Car rental should not exceed the mid-size car rate unless prior approval has been obtained
 - b. Toll fees – original receipt (if issued)
 - c. Parking fee – original receipt
 - d. Mileage – from work site to business site or actual and least expensive route and back (IRS rate per mile)
NOTE: please see Item 5e above if traveling long distances.
7. **Things to remember before forwarding your reimbursement to the business office:**
 - Have you written your name as claimant?
 - Have you indicated your school/work location?
 - Have you indicated your conference request number?
 - Have you signed and dated your reimbursement?
 - Is it approved by your Principal/Division Head?
 - Does the District Administrator who has control of the funds approve it?