

**Victor Valley Union High School District  
CONFERENCE / TRAVEL EXPENSE REQUEST CLAIM FORM  
Must be completed 30 days prior to conference date**

Staff Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_ Site: \_\_\_\_\_

Destination: \_\_\_\_\_ Conference Workshop: \_\_\_\_\_

Departure Date: \_\_\_\_\_ ( \_\_\_\_ AM \_\_\_\_ PM) Return Date: \_\_\_\_\_ ( \_\_\_\_ AM \_\_\_\_ PM)

RATIONALE: \_\_\_\_\_

\_\_\_\_\_  
Requestor's Signature PRE APPROVED: \_\_\_\_\_ Principal/Supervisor Date

Account to be charged: \_\_\_\_\_ Sub Required: Yes \_\_\_\_\_ No \_\_\_\_\_

Categorical/Ed Services: \_\_\_\_\_ CONF# \_\_\_\_\_  SSP Date: \_\_\_\_\_

\*Asst. Supt./Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Expenses	Estimated Costs <small>May not be precise but is sufficient.</small>	Actual Costs <span style="background-color: yellow;">To be completed after conference attendance</span>			
Airfare <input type="checkbox"/> CalCard of: _____					
Registration <small>Attach Brochure</small>	Req#				
Lodging: # Days: _____	Req#				
Misc. / Other:					
<b>Expenses to be claimed by Employee:</b> <small>Lodging, if not prepaid</small>					
Mileage: _____ Miles x \$0. _____ <small>Use prevailing federal rate &amp; attach map</small>					
Meals <small>Max \$60 per day x number of _____ Days Tip is maximum 15% of subtotal. No alcohol. Receipts <u>must</u> be itemized to be accepted.</small>		<b>Date</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
		<b>Totals</b>	\$	\$	\$
Bus/Taxi Fares:					
Parking Charges:					
Misc/Other: Explain:					
Itemized receipts must be attached for all expense items claimed, plus other items that may have been prepaid by the District and must be submitted <b>within 30 days of return.</b>	<b>Total Estimated</b>	<b>Total Claimed</b>	<b>OFFICE USE ONLY</b> Total reimbursed/returned		

**I CERTIFY THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT.**

**Board Date**

Employee Signature	Date
Principal/Supervisor Signature	Date
Categorical/Ed Services Signature	Date

\*Distribution: After signatures document will be scanned and emailed to: Employee / Site / Conference File / AP