MT. DIABLO UNIFIED SCHOOL DISTRICT
Conference/Travel Pre-Approval Request and Reconciliation Checklist

Use this form as a coversheet/checklist for your Request and Reconciliation

I. CONFERENCE/TRAVEL PRE-APPROVAL REQUEST Portion:
☐ 1) SAVE THE FORM ON YOUR COMPUTER BEFORE YOU START COMPLETING IT.
☐ 2) Complete all the estimated/BLUE pre-event fields on the form (Event Estimated Expense).
☐ 3) Submit form to Site/Program Administrator for the online webinar pre-approval (due, no less than 8 weeks prior to event).

The following items must be attached to the conference requisition BEFORE webinar attendance:
☐ a. This Conference/Travel Pre-Approval Form
☐ b. Conference registration form or registration invoice
☐ c. Agenda or Summary showing content, date(s) and time(s), costs including early bird deadlines and price increases
☐ d. After approved by Administrator, Pony or hand deliver to Dent Center for your Chief/Executive Cabinet member, and Director for school sites.
☐ e. All signatures original and in BLUE ink.

Let your administrator know IN ADVANCE if for any reason you will be unable to attend the conference so an alternate may have an opportunity to attend. Failure to do this and the traveler may be responsible for any non-refunded expenses.

II. PRE-CONFERENCE PAYMENT Portion:
Documents needed for PURCHASE ORDER/PREPAY PURCHASE ORDER Submission:
This is the preferred process as the District can directly pay some/if not all preconference expenses, so that the attendee does not need to front their own money and wait for reimbursement.
☐ 1) Submit the COPY of the Conference/Travel Pre-Approval Form with all signatures:
   ☐ a. Attendee
   ☐ b. Principal/Department Administrator
   ☐ c. Chief/Direct Executive Cabinet Member (Executive Cabinet Attendees are approved by the Superintendent, Superintendent Attendee by Chief Business Officer).
☐ 2) Completed conference registration form or Invoice/Quote
☐ 3) Webinar Agenda/Summary (with date(s) and time(s) of online webinar)
☐ 4) Complete all the Actual/GREEN fields on the form.
☐ 5) REGISTRATION: Prepayment
   ☐ a. Enter a Prepay Purchase Requisition, or if they accept Purchase Orders a standard Requisition.
      ☐ 1. Provide the following information in the PR Description:
         Registration, Conference Name, Conference Date, Location, Attendees and Registration Confirmation #
☐ 6) HOTEL:
   ☐ a. An employee may only submit a claim for the cost of a hotel if they are traveling to a location more than 50 miles from worksite (home if closer).
   ☐ b. Reserve hotel room (holding with a personal credit card). Obtain an email confirmation from the hotel showing confirmation #, date(s) of stay, and name(s) of attendees. It also needs to include the nightly cost including any resort fees, and taxes (recommend adding at least 20% to the nightly costs for estimate on your pre-approval form).
      ☐ 1. Make sure to reserve the hotel over 30 days in advance to ensure the acceptance of District check for the full payment of the stay (through Purchasing in a Prepay Purchase Order).
   ☐ c. Enter a Prepay Purchase Requisition.
      ☐ 1. Check with Purchasing or BusinessPlus to confirm your hotel is in the system.
         ☐ a) If they are not in the system, please ask hotel for their W-9, and send to Purchasing to add them to the system. If unable to obtain, ask your Buyer for assistance.
      ☐ 2. Provide the following information in the PR Description:
         Lodging, Conference Name, Attendee(s), Hotel Confirmation #, # of Nights,
Check in: Date, Check out: Date

7) AIR TRAVEL INFORMATION:
   a. Must provide legal name as it appears on state driver’s license/ID/Passport (need copy of license with travel packet.
   b. A copy of the flight information will be emailed to you upon completion.
   c. Provide 2-3 choices in flights for Purchasing to book.
      1. Make sure the dates/times are as close to the event times/dates as possible.
      2. If traveling with others coordinate the flights. Groups of 10 or more can receive a group reservation/discount. (Submit all Conference packages together).

SUBMIT THE ENTIRE PRE-APPROVED FORM(s) AND ANY OF THE ABOVE ITEMS TO PURCHASING IN ONE EMAIL/SCAN PACKAGE. IF ATTENDING AS A GROUP, SEND ALL COMPLETED PACKAGES AT THE SAME TIME FOR QUICK PROCESSING OF THE PURCHASE REQUISITIONS.

III. POST-CONFERENCE REIMBURSEMENT Portion:
Documents needed if attendee fronted the costs of the conference/travel and is now in need of reimbursement:
Submission for reimbursement cannot occur until the conference/travel is completed and within 30 days of the conference:
   1) Submit the ORIGINAL Conference/Travel Pre-Approval Form with all original signatures in BLUE INK:
      a. Attendee
      b. Principal/Department Administrator
      c. Chief/Direct Executive Cabinet Member (Executive Cabinet Attendees are approved by the Superintendent, Superintendent Attendee by Chief Business Officer).
   2) Completed conference registration form or Invoice/Quote
   3) Conference Agenda/Summary (with date(s) and time(s) of event)
   4) Complete all the Actual/GREEN fields on the form.
   5) Submit completed form within 30 days upon return from travel. These items must be attached to the form:
      a. All the Conference/Travel backup, including items that have been pre-paid by the District.
      b. Original Receipts for parking, transportation, taxi, etc. (not required for meals)
      c. Mileage verification (Google Maps)

MEAL ENTITLEMENTS BY PER DIEM (no receipts required):
- Reimbursement for only traveler's meal, cannot be reimbursed for others meals.
- No alcohol
- Do not use Cal Card to purchase meals (District can’t pay twice for meal).
- Reimbursement based on travel status: An employee is considered in travel status for the required time period necessary to travel to and from home/worksite in order to attend the event."
  Breakfast - in travel status before 7 am and extending for at least 4 hrs.
  Lunch - in travel status between 8 & 11 am and extending for at least 4 hrs.
  Dinner - in travel status after 3 pm and extending for at least 4 hrs.
- No reimbursement if meals are provided by event or hotel (seen on Agenda/Summary)

MILEAGE/TRANSPORTATION ENTITLEMENTS: Mileage costs total cannot exceed the lowest plane fare. Actual fare/cost of transportation (bus, BART, taxi, etc.) needs to be reasonable and in line with the costs incurred if traveler drove. If so, the maximum reimburse is the lowest transportation cost between home and final destination.

Note to School/Site: Fees may be incurred for cancellations and/or passenger name changes.