

Azusa Unified School District
Conference Attendance Request

(Request for ATTENDANCE and/or TRAVEL at educational meetings, etc.)

Name: _____ School: _____

Conference or Activity:

Sponsor/Title: _____

Where: _____ When: _____

EXPENSES REQUESTED

- ☐ Transportation-Mode: ☐ Mileage to Airport, etc. ☐ Parking Fees ☐ Car Rental
- ☐ Lodging-Dates: ☐ Meals-Dates: _____ ☐ Conference Meals-Dates: _____
- ☐ Registration: Approved Absence: ☐ Yes ☐ No Number of Days: _____ Substitute: ☐ Yes ☐ No
- ☐ Other Necessary Expenses

Charge to Account No.: _____

Justification:

Estimated Expenses:

Registration: \$ _____

Lodging: \$ _____

Meals: \$ _____

Transportation: \$ _____

Other: \$ _____

_____ \$ _____

_____ \$ _____

TOTAL: \$ _____

(Business Department Use Only): _____

Submitted By:

Authorization By:

_____ Employee	_____ Date	_____ Principal/Dept. Director	_____ Date
-------------------	---------------	-----------------------------------	---------------

REQUEST FOR REIMBURSEMENT OF EXPENSES

Expenditures

Registration Fee: _____

Total Registration: \$ _____

Lodging: _____ nights at \$ _____

Total Lodging: \$ _____

Meals:

Dates:

Breakfast:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Lunch:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Dinner:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Total Meals: \$ _____

Transportation:

- ☐ District-adopted mileage rate: _____ miles at _____ \$ _____
- ☐ Plane or Train: \$ _____ ☐ Parking or Car Storage: \$ _____
- ☐ Taxi, Bus, Limousine: \$ _____ ☐ Other: _____ \$ _____

Total Transportation: \$ _____

Other: _____ \$ _____

Total Expenses: \$ _____

Less District Prepayments: \$ _____

Balance Due Employee: \$ _____

Signed by: _____
Employee

Approved by the Board of Education
Resolution # _____

Authorized by: _____
Principal or Dept. Director

Approved by: _____
Business Manager

Please complete this form and send to Business Services Dept.

AZUSA UNIFIED SCHOOL DISTRICT

CONFERENCE AND TRAVEL REIMBURSEMENT PROGRAM

TRANSPORTATION	LODGING	MEALS	MATERIALS
Commercial Travel <u>Reimbursement Allowable</u> Airfare directly to destination with original invoice/receipt. Mileage to and from airport at adopted District rate. The lesser duration distance will be paid out. (Mileage from home to conference; or work site to conference; the lesser of the two) Taxi/Shuttle/Rental Car fees with original receipts. Parking fees with original receipt Non-Commercial Travel <u>Reimbursement Allowable</u> Mileage for actual miles driven at the adopted District rate is as follows: Workday: Mileage in excess of normal commute. A normal commute is from the employee’s home to the district work site. Non-Contract Day: Round-trip mileage between home and destination.	Hotel/Motel Lodging <u>Reimbursement Allowable</u> Single Occupancy Room rates plus tax at a moderately priced hotel or motel with original invoice. Parking fees with original receipt.	Meals and Beverages <u>Reimbursement Allowable</u> Actual expenses for meals not exceeding the following limits: *Breakfast – actual to \$15. Lunch – actual to \$20. **Dinner – actual to \$35. Requirement: Reimbursement claim must include original, itemized receipts (each item and price) for all meals or other items to be reimbursed by the District. Room service expenses must be within daily meal allocation, as the employee will only be reimbursed based on the amounts outlined on the Conference Attendance Request form.	Supplies/Books/Materials <u>Reimbursement Allowable</u> Materials, books or supplies purchased at conferences or workshops supported by an original receipt. Requirements: Reimbursement must be claimed through the employee reimbursement process. Do Not report these purchases for reimbursement on the Conference & Travel Request Form.
<u>Non – Reimbursable</u> Mileage within L.A. County to employees receiving monthly mileage allowance. Mileage in excess of commercial travel costs. Tips – will not be reimbursed.	<u>Non – Reimbursable</u> Charges for personal phone calls, movies, fitness centers, or other incidental personal charges are included on the hotel/motel invoice. Tips – will not be reimbursed.	<u>Non – Reimbursable</u> Full meals included in the airfare, hotel/conference fees, or otherwise provided. All alcoholic beverages. Tips – will not be reimbursed. NOTE: Reimbursement for alcoholic beverages from public funds is prohibited by Education Code Section 32435.	<u>NOTE:</u> Prior authorization to purchase materials should be obtained from your supervisor. Please follow District Petty Cash and Purchasing procedures.
* Per District’s Independent Auditors’ Guidelines, expenses not supported by an original invoice/receipt will not be reimbursed. * Conference & Travel Reimbursement Requests are due in the Business Office within One Week of conference attendance. * Refer to Conference/Workshop and Travel process document regarding district policy and guidelines. Revised: 01.12.2023			