



**FREMONT UNION HIGH SCHOOL DISTRICT
CONFERENCE REIMBURSEMENT SUMMARY CHECKLIST (REVIEWED 01/25/2023)**

Only expenses required by the conference will be reimbursed.

Personal expenses are not reimbursable.

1. **Authority to travel:** Attach a copy of the conference request to the reimbursement form
 - a. The conference request should have the most accurate estimate of expenses that will be incurred
2. Reimbursements should not be submitted until after the event occurs
3. **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 a detailed method of payment
 - c. Photocopies (front & back) of canceled/paid check
 - d. Copy of bank statement
 - e. Copy of credit card statement
4. **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 a rate of 15% to 20%
 - d. Partial days prorated as follows: Breakfast = \$10, Lunch = \$16, Dinner = \$28
 - e. If the 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 the 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.
5. **Lodging**
 - a. **Original detailed hotel bill** showing the 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
6. **Airfare**
 - a. If there’s a copy of the passenger’s ticket – attach proof of payment
 - b. If bought online – attach the print-out showing proof of payment
 - c. Personal side trips are not reimbursable
 - d. If the departure and return dates are 2 or more days earlier or later, attach justification with your signature
 - e. If an employee uses a personal vehicle in lieu of air travel, the district will reimburse the lesser amount
7. **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.

8. Things to remember before forwarding your reimbursement to the business office:

- Have you written your name as the 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?