OCEANSIDE UNIFIED SCHOOL DISTRICT
TRIP CONFERENCE REQUEST FORM

Must be completed prior to expenditures.

Office Use Only
Supplier # _____
TC # _____

Employee _____ Work Site/Department _____ Date _____

Name of Seminar/Workshop/Conference _____

Location (city/state) _____ Trip Dates _____

Substitute required? ☐ Yes ☐ No If yes, how many days _____

ESTIMATED EXPENSES

Airfare	$
Hotel*	$
Meals	$
Mileage	$
Parking	$
Registration**	$
Substitute (if needed)	$
Transportation (car rental/taxi)	$
Miscellaneous	$
TOTAL	**$**

Meals: **Meals are only eligible with overnight travel.*

Breakfast **-- $15.00 maximum**.
Allowable if travel begins before 6:00 am.

Lunch **-- $15.00 maximum**.
Lunch purchased as part of the conference registration fee is permitted.

Dinner **-- $25.00 maximum**.
Allowable if travel ends after 7:00 pm or departure for overnight travel begins before 6:00 pm.

*Submit hotel confirmation. Fiscal Services will send payment to the hotel. Hotel is eligible for conferences 75 miles away or more.
****Attendee needs to register for the event**. Payment required at the time of registration? Please register and pay, then submit a TC Expense Claim and receipt to Fiscal Services for reimbursement.

☐ Please check this box if payment is required to complete online registration and employee plans to pay and request reimbursement.

- All requests involving categorical/restricted funding must be submitted through the appropriate program coordinator.
- Additional costs for air travel, including but not limited to travel insurance, seat selection, overweight baggage, excessive baggage, and upgrades, will not be reimbursed. Flight itinerary and e-ticket receipt detailing actual cost paid and method of payment are required for reimbursement (AR 3350).
- Rental cars will be reimbursed at the daily basic rate, taxes, and fees. Rental agency fuel purchase options, equipment, and insurance will not be reimbursed. Final receipt from rental agency and fuel receipts are required for reimbursement (AR 3350).
- Submit conference registration/brochure and all other documents to the Fiscal Services Department.
- Employee must submit the expense claim, with actual receipts, **within 30 days** for reimbursement to be paid.

Expenses are to be charged to account #

CAT _____

Acct _____

APPROVALS:

Site Administrator _____
Name Signature Date

Categorical Administrator _____
Name Signature Date