

Oceanside Unified School District Trip Conference Frequently Asked Questions Updated July 1, 2020

- How early do I need to send my approved Trip Conference form to Fiscal Services?
8 weeks in advance.
- Who needs to approve my Trip Conference Request?
Your supervisor and the person who oversees the funding used.
- What happens if I can't attend the conference?
Employees are responsible for cancelling any travel arrangements and registration to conferences. Please notify Fiscal Services immediately.
- Which expenses can be reimbursed before I attend the conference?
Airfare and registration. Please submit a Trip Conference Expense Claim form to Fiscal Services and attach confirmation of payment.
- Where does the mileage start?
It starts from your workplace to the conference. Please provide a detailed google map showing the miles driven along with your Trip Conference Expense Claim form.
- Can I be reimbursed for my meals?
Only if overnight travel is allowed you may be reimbursed for meal expenses not to exceed the limits (breakfast \$15, lunch \$15 and dinner \$25). Itemized receipts are required.
- Do I need to complete a Trip Conference Request form if the only expense is for mileage?
Yes, please complete a Trip Conference Request form. After you attend the conference, submit a Trip Conference Expense Claim form to Fiscal Services along with a detailed google map showing the miles you drove. Please do not submit a mileage reimbursement form for Trip Conferences. The mileage form should only be used for internal district travel and for outside business meetings.
- Will Fiscal Services submit my conference registration?
No, employees are responsible for registering for events. Please submit your proof of payment with a Trip Conference Expense Claim form to Fiscal Services to be reimbursed before you attend the event. If they allow you to register without payment, submit your registration confirmation along with your Trip Conference Request form and Fiscal Services will issue payment.
- What if the conference is virtual or a webinar, requiring no travel but registration needs to be paid?
You will still need an approved Trip Conference Request form. If you paid for the virtual conference, please send a Trip Conference Expense Claim form to Fiscal Services and attach

your registration receipt. If the District is to pay the registration, please attach registration confirmation/information to your approved Trip Conference Request form.

- When are hotel stays allowed?
Hotel stays are allowed beyond 75 miles from your work site for multiple day conferences.
- Who is responsible for Hotel Reservations and Payments?
Employees are responsible for making their own hotel reservations. If you pay for your hotel reservation, please submit a Trip Conference Expense Claim form to Fiscal Services along with your folio receipt for reimbursement. If the District is to pay for the reservation, please submit your approved Trip Conference Request form along with your reservation confirmation. The District only pays for room and tax of an appropriate accommodation.