

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT CONFERENCE APPROVAL & REIMBURSEMENT FORM (Virtual or In-Person)

PART 1: PERMISSION TO ATTEND *(Must be completed prior to registration or making reservations) ** All multiple day conference requests require Cabinet pre-approval via Google Form see Martha Campos for link***

Employee's Name _____ ID# _____ Work Location _____ Conference Name _____ Conference Date(s) From _____ To _____ Conference Location _____ Funding Program _____ <small style="margin-left: 100px;">City, State</small> Budget Code _____ <small style="margin-left: 100px;">fund resource year object location goal function budget resp project</small> Pre-Approval _____ Signature _____ Principal/Administrator _____ Date _____ Pre-Approval _____ Signature _____ Superintendent or Designee (For Out-of-State Travel) _____ Date _____	Estimated Expenses (including cost of sub) Expense \$ _____ Total # of Days _____ Dates (Including travel days) _____ # of Days from Duties: _____ Sub Required Yes or No _____ # of days for sub : _____ Mode of Travel (please circle) Personal Car Air Other _____ Total Miles _____ Cabinet Approval Date, If Required: _____ How does this help meet school/dept goals? _____ Can this information be obtained through another source or delivery method? Yes or No _____ Please explain: _____
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STOP DO NOT FILL IN BOTTOM SECTION UNTIL AFTER CONFERENCE IS COMPLETED

PART 2: REIMBURSEMENT <i>(Must be completed after conference completion)</i>		Month Day								
Give PO# or indicate if item was prepared by District		Weekday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Registration Fee	District Prepaid PO# _____									
Lodging	District Prepaid PO# _____									
Airfare	District Prepaid Yes or No									
Transportation	taxi, shuttle, uber, rental, etc									
Personal Car	mileage paid per policy 3361.6									
Misc. Expenses	Please Indicate:									

DAILY MAXIMUM OF \$52 IS ALLOWED FOR MEAL EXPENSES - NO RECEIPTS REQUIRED FOR PER DIEM MEALS

Breakfast	LESS THAN FULL DAY	\$10.00								
Lunch		\$15.00								
Dinner		\$27.00								

I hereby certify that the expenses claimed hereon are actual and that they were expended in the performance of official FCUSD business and that no prior claim has been made for any portion hereof.

Subtotal _____

Less Cash Advances _____

Total Expenses to be Reimbursed _____

Signature _____ Claimant _____ Date _____

Signature _____ Administrator _____ Date _____

INSTRUCTIONS FOR COMPLETING CONFERENCE APPROVAL & REIMBURSEMENT FORM

Please be sure you are using the most current form. The upper section is your request to your supervising Administrator for the required prior approval to attend the conference, training or meeting, both in-person or virtual. The lower section provides for an itemization and/or reimbursement of expenses incurred.

PART 1 - PERMISSION TO ATTEND (UPPER PORTION):

1. Please provide all information. Incomplete/inaccurate information will delay the processing of your claim.
2. Please print your name and Employee ID number; do not use nicknames. Indicate your work location.
3. State name of the conference, workshop or meeting, location, dates, funding program, budget code and **attach a copy of the brochure/agenda and registration that includes detailed conference information.**
4. Estimate the maximum cost of the trip (registration, lodging, transportation, meals, etc...) mode of travel and substitute required information.
5. List how conference, workshop, or meeting meets school/dept goals and if information can be obtained through a different source.
6. Employee submitting request must route to Principal/Administrator for approval.
7. **NOTE: Categorical Programs need to be forwarded to the Categorical Office for approval.**
8. Upon obtaining all required signatures, the original conference approval form will be retained by the employee until after the conference attendance.

PRIOR APPROVALS / SIGNATURES:

9. In-state requests submitted to Site/Dept. Administrator for approval at least two weeks prior to date of travel. If District payment is requested, please account for additional approval time.
10. Out-of-state requests are to be submitted through administrative channels to the Superintendent or Assistant Superintendent of Business Services for approval.
11. All multiple day conference requests require Cabinet pre-approval via Google Form, contact Martha Campos, Exec. Asst. to the Supt. for link. Once approved, add approval date to Conference Approval Form.

TRAVEL AND CONFERENCE ARRANGEMENTS/PREPAYMENT: (Contact Purchasing Dept for assistance)

12. Employee is responsible for obtaining/coordinating his/her lodging and transportation. Travel is limited to the lesser of economy, standard, tourist or similar airfare, bus or train rates, and car rentals must be pre-approved by the District Superintendent or Assistant Superintendent of Business Services, or personal vehicle mileage. The District will reimburse up to the cost of the least expensive mode of transportation. If assistance is needed in booking please contact the Purchasing Department, Purchasing@fcusd.org.
13. Requisitions for prepayment of conference fees and hotel costs must be submitted to Purchasing TWO WEEKS PRIOR to due date. A copy of pre-approved conference form and backup MUST be submitted with each requisition. Include print out of hotel booking/reservation summary. Failure to do so will result in delayed payment of costs and possible loss of reservations. No third party booking agencies (i.e. Expedia, Booking.com, etc.) if the District is prepaying for the hotel. Third party bookings can only be reimbursed after the conference. Be careful of third party booking fees and cancellation policies, these may not be eligible for reimbursement.
14. Airfare arrangements can be made through Caltravelstore.com (Concur). First-time users contact Katrina Glover, Fiscal Support Manager to set up a Caltravelstore.com account. A copy of the pre-approved conference form and backup MUST be submitted to the Fiscal Support Manager prior to arrangements. Failure to do so could result in loss of scheduled arrangements.
15. Car rental may be reimbursed upon the prior approval of the District Superintendent or Assistant Superintendent of Business Services and only in unusual circumstances when other less expensive modes of transportation are not available.

INSTRUCTIONS FOR COMPLETING CONFERENCE APPROVAL & REIMBURSEMENT FORM

Use the original APPROVED document when requesting reimbursement. Travel Conference Approval and Reimbursement Form must be *submitted to Accounts Payable no later than 30 working days after returning* from the conference/trip. Incomplete/inaccurate information will delay the processing of your claim.

PART 2 - REIMBURSEMENT (LOWER PORTION):

1. **Month/Day:** Indicate both the day of the week and the date. Dates shown here must be in agreement with those on the conference brochure and those shown under "Dates of Travel/Conference" in Part 1.
2. **Give PO# or indicate if prepared by District:** If you have requested pre-payment from the District to an organization for registration fees, transportation costs, or for hotel/lodging these payments are to be shown in this section. Include all receipts with expense claim. These direct payment amounts shown here are NOT to be included in the "Total Expenses" figure. Cash Advances issued to the employee should be listed in "Less cash advances" and deducted from the "Total Expenses"
3. **Registration:** The cost of conference/workshop registration fees is shown here if you have purchased your own.
4. **Lodging:** Reimbursement is given only when a conference requires out of town accommodations. If you are sharing lodging expenses with another employee of the District, indicate the name of that employee, but list only your own expenses. Show single room rate, unless shared and you paid for another District employee. If you paid for another District employee, include a copy of their conference approval form.

Travel To and From Conference:

It is district policy to pay the actual travel expense for whichever mode of travel is least expensive.

5. **Airfare:** The cost of transportation is shown here if you have purchased your own airline tickets. Reimbursements for "early check-in/early boarding," excess baggage and/or weight limit fees or any upgrades (i.e. Business Select) are NOT reimbursable. District Airfare is booked through Concur Travel, please contact your site admin for assistance booking.
6. **Transportation:** The cost of transportation is shown here if you have purchased your own bus tickets, train tickets or car rental (if pre-approved as noted on page 1, #15.) Uber, Lyft, taxi and shuttle fares, and tips up to 15%. Transportation cost associated with getting to and from restaurants for meals is not allowed.
7. **Personal Car:** The cost of transportation is shown here if you chose to drive your personal vehicle. Personal vehicles used will be reimbursed for mileage paid at the IRS rate per mile. If you choose to drive instead of fly, you must include a verification of what the flight would have cost. Mileage associated with getting to and from restaurants for meals is not allowed.
8. **Misc. Expenses:** Bridge tolls and parking fees (daily lot and economy lot) may be reimbursed supported by original receipts. Baggage handling is limited to \$2.00 with no receipt required. Business phone calls, internet services, etc. may be reimbursed supported by appropriate documentation and verification by Administrator. Miscellaneous expenses of a personal nature will not be reimbursed.
9. **Meals:** A daily maximum of \$52 is allowed for meal expenses when meals are not provided as part of the registration. Reimbursement of alcoholic beverages is not allowed. No receipts are required by the District for per diem meals. If travel is for less than a full day, or certain meals are provided, the per meal allowances below will apply:

Travel Begins Before	Travel Ends After	Meal Allowances
6:00 a.m.	8:00 a.m.	Breakfast \$10.00
6:00 a.m.	2:00 p.m.	Breakfast and Lunch \$25.00
11:00 a.m.	2:00 p.m.	Lunch \$15.00
11:00 a.m.	7:00 p.m.	Lunch and Dinner \$42.00
5:00 p.m.	7:00 p.m.	Dinner \$27.00

10. **Proof of Payment:** Required receipts MUST BE ORIGINAL, ITEMIZED, and attached to claim form for the following (unless prepayment method used): Registration Fee, Lodging, Airfare, Transportation, and Misc. Expenses.

APPROVAL OF TRAVEL EXPENSES:

11. After itemization of expenses, the employee signs certifying that the expenses incurred are correct as listed.
12. Signature of Administrator-in-Charge is required after expenses have been itemized.

OTHER:

Reimbursement of claim can take up to 30 working days from filing date with Accounts Payable Department.