

CARUTHERS UNIFIED SCHOOL DISTRICT

TRAVEL REIMBURSEMENT

READ AND FOLLOW GUIDELINES ON REVERSE SIDE BEFORE COMPLETING THIS FORM.
Failure to comply with guidelines will result in delay of payment.

Reimbursement requests must be approved by your immediate supervisor.
Form must be accompanied by original itemized receipts for payment processing.

Employee: _____	Event Title: _____
Title: _____	Event Date: _____
Site: _____	Event Location: _____

Reimbursable expenses related to conference/workshop.

Registration	\$ _____
Lodging	\$ _____
Meals	\$ _____
Transportation	\$ _____
Other:	\$ _____

Mileage (Personal vehicle only)

Odometer Start _____ **End** _____

Reimbursable Miles _____ **x .70 cents = \$** _____

CODE: _____ **TOTAL COST \$** _____

I certify the above to be a full and accurate account of the actual and necessary traveling expenses while performing services for the district in accordance with Section 44032 of the Education Code.

Employee Signature: _____ **Date:** _____

Approved By: _____ **Date:** _____

**REIMBURSEABLE EXPENSES FOR TRAVEL
CONFERENCE/WORKSHOP - BUSINESS**

ADMINISTRATIVE POLICY AND PROCEDURE

The following items are reimbursable while on school business, attending conferences and workshops. All reimbursement amounts shall be limited to the total amount budgeted for travel expense.

REGISTRATIONS FEES: Necessary registration fees will be paid. Attach conference agenda, announcement or other supporting document relative to trip.

MEALS AND LODGING: Maximum daily allowance for meals is \$45.00. Itemizing meals is not required. A Per Diem Calculation sheet must be submitted to determine the per diem to be paid. When reserving hotel rooms it is necessary to ask for the local government rate and comply with the requirements set forth by the hotel.

<u>TOTAL PAID PER MEAL</u>	
BREAKFAST	\$ 9.00
LUNCH	12.00
DINNER	<u>24.00</u>
	\$ 45.00

Reminder: Meals provided as part of the conference fee are not reimbursable.

Receipts will be required for reimbursement of all hotel/motel expenses.

TRANSPORTATION: Transportation will be approved to provide reimbursement at the lowest possible overall cost based upon location, number of persons traveling, time constraints, and convenience. Claims for mileage reimbursement are not to exceed the current rate established by the Internal Revenue Services.

Necessary and required air transportation shall be at coach fare or lower. Ticket voucher and receipts are required.

Taxicab, bus fare, rail fare or parking may be claimed. Use of a rental car must be authorized at the time of the travel request approval. Receipts are required.

MISCELLANEOUS EXPENSES: Long distance telephone or fax charges are allowable for the purpose of conducting district business. RECEIPTS ARE REQUIRED.

CLAIM FOR REIMBURSEMENT OF TRAVEL EXPENSE:

A Travel Reimbursement Request must be submitted following the conference/workshop to claim reimbursement for out-of-pocket expenses.