

CONFERENCE REIMBURSEMENT REQUIREMENTS

The CONFERENCE REIMBURSEMENT FORM must be submitted to the employee attending the conference prior to departure. [Conference Reimbursement Form](#)

It is the attendee's responsibility to complete the form and provide the necessary documentation for reimbursement.

Mileage must be **calculated from your work site** (not your residence or any other location) to the airport or conference. Attach a google maps printout showing the start and end.

You must attach a copy of the conference agenda for all reimbursements. This will show whether meals were provided as part of the conference.

You are only permitted meal reimbursements when meals are not provided. You can claim a maximum of breakfast (\$16), lunch (\$22), dinner (\$31). If no meals are provided by the conference, you can claim the "stipend amount" of up to \$69 per day. If one or more meals are provided, you cannot claim the full \$69 stipend amount for the day. You can claim the full amount for any meals not provided without receipts. If you are only being reimbursed for the amount spent, you must provide itemized receipts for items ordered, not just the credit card receipt form showing the amount. ALCOHOL is NOT permitted on the receipts and will not be reimbursed. Tipping within reason is permitted and will be part of your total reimbursement amount.

You must state the departure time to and from the conference in order to be reimbursed for meals. If you depart for the conference prior to 10am, you will receive a breakfast stipend. If you arrive back in Santa Cruz after 5pm you will receive a dinner stipend. However, you must go straight to/from the conference. Detours that put your arrival time to either location are not permitted. (For example, if you leave Sacramento at noon, but don't get back to Santa Cruz until after 5pm, then a dinner reimbursement will not be permitted).

If you pay for parking, you must provide a copy of the parking stub showing the amount that was paid.

Gas receipts are not reimbursable. You will be reimbursed the mileage rate as stated above.