

Travel/Conference EXPENSE VOUCHER FORM- review page 2 instructions

Expenses claimed by _____ School _____

Date(s) expenses incurred _____ to _____

Complete Address of Event _____

For the purpose of _____

(Please be specific with name of event)

_____ miles @ \$.70 (EFFECTIVE 1/1/2025) **include documentation** \$ _____

_____ meals **(ORIGINAL ITEMIZED RECEIPTS REQUIRED)** \$ _____
(Credit Card Transaction record is not acceptable)

_____ Nights, hotel accommodations **(HOTEL FOLIO REQUIRED)** \$ _____

_____ Days, car storage/parking **(RECEIPT REQUIRED)** \$ _____

Commercial transportation: **(RECEIPT REQUIRED)** \$ _____

Conference registration fee (RECEIPT REQUIRED)..... \$ _____

In lieu of mileage..... \$ _____

Miscellaneous expense in detail:

_____ \$ _____

Expenses \$ _____

Less Advance \$ _____

Total \$ _____

I certify that the above claim is a true and accurate account of expenditures incurred

Originators signature

Date

Administrator

Charge Account Number

Business Office Approval

REIMBURSABLE EXPENSES FOR TRAVEL CONFERENCE/WORKSHOP

The following items are reimbursable while on school business, attending conferences and workshops or while visiting other districts when approved. All reimbursement amounts shall be limited to the total amount budgeted for travel expenses for each school or department.

REQUIRED DOCUMENTATION: Conference/Workshop or District Business

A business meeting is one required for the purpose of providing or receiving information relevant to district business or for the purpose of completing a district obligation or project. A copy of the conference/workshop brochure, meeting notice, or agenda must be submitted with the travel reimbursement request.

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

MEALS AND LODGING: Original receipts are required. **Itemized receipts for meals are required.** Include colleague names on receipt if paying for their meal(s). Folios will be required for reimbursement of all hotel/motel expenses.

MEALS: Original detailed meal receipts must show all items purchased, a summary not acceptable. Alcoholic beverages are not allowed and may not appear on submitted receipts. Gratuity will be reimbursed at rate of up to 20%. If lunch is included w/conference, only breakfast & dinner can be claimed each day. If a meal is for 2 or more guests, indicate the name(s) of the other authorized guest(s). Refer to www.gsa.gov/perdiem for max per person 24 hour period rates in the area you are traveling to (including tip). For 1-day conferences, only lunch is allowed and cannot exceed (refer to www.gsa.gov/perdiem) including tip.

LODGING: Folios are required for reimbursement of all hotel/motel expenses. Lodging should be booked with the vendor noted in the conference information, whenever possible. The maximum amount for lodging should not exceed over 150% of the per diem lodging rate established by the IRS (refer to <https://www.gsa.gov/travel/plan-book/per-diem-rates>). If the conference vendor has no availability, or the daily lodging rate will exceed the limit, please contact Educational Services prior to booking.

TRANSPORTATION:

- A. 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 district's schedule which is equal to the IRS mileage rate.
- B. Necessary and required air transportation shall be at coach fare or lower with at least a 21-day advance purchase and no extra charges, such as early check-in or extra baggage. **TICKET VOUCHER OR RECEIPTS ARE REQUIRED.**
- C. Taxicab, bus/rail fare, ride-share fare, or parking may be claimed. **RECEIPTS ARE REQUIRED.** No receipts are required for bridge tolls. Use of rental car must be authorized at the time of travel request approval. Gratuity will be reimbursed at rate of up to 20%.
- D. Mileage when using personal vehicle to attend conference: Documentation must be provided using start and end addresses, and deducting normal commute to work when traveling on a normal work day.

MISCELLANEOUS EXPENSES: 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 meeting/conference to claim reimbursement of out-of-pocket expenses.