

Ventura Unified Travel Quick Guide

Ventura Unified Travel Procedures and Regulations Quick Guide is provided for travelers requesting authorization for a conference, meeting, event, or training. Please refer to the full Ventura Unified Travel Procedures and Regulations for specific information or regulations that are more detailed, additional processes, exceptions, and requirements. Individuals traveling on official District business must familiarize themselves with and adhere to the Ventura Unified Travel Procedures and Regulations.

*All travelers are required to obtain pre-approval to travel for District Business via the submission of the Travel Authorization Request Form to appropriate administrator or department lead. **All travel should be approved at least 30 days in advance.***

- Meals are reimbursed based on actual amounts incurred subject to the daily maximum reimbursement
 - **Daily meal reimbursement is \$65.00 per day, per person**
 - **Original, itemized receipts are required for all meals or food purchases submitted for reimbursement**
 - **Separate itemized receipt for each traveler**
 - **Alcohol cannot be included on the itemized receipt, any alcohol should be purchased on a separate receipt**
 - **Hotel room service requires an itemized receipt**
- Travelers may secure lodging when traveling on an overnight business trip more than 25 miles (one-way) from their normal work location or home, whichever is closer. Lodging expenses must not be extravagant and should be reasonable for the locality of travel
 - **Daily maximum lodging rate is \$300.00 per night before taxes or fees**
 - **It is the traveler's responsibility to provide the final hotel folio to accounting within 30 days from the end of travel**
- Travelers should make certain that the business-related expenses they incur are ordinary, reasonable, not extravagant, and necessary for the purpose of the trip
- Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the purpose of the trip
 - Travelers who use alternative routes should provide documentation with authorization form that the alternative route serves a business purpose, meets time constraints, or is required based on other needs (as outlined in the full Travel Procedures and Regulations)
 - Original receipts are required
 - Mileage claims for private vehicle use will be paid at the IRS mileage rate
 - January 1, 2025 to December 31, 2025 IRS Mileage Rate is \$0.70 per mile
- Travel Expense Claim Form should be submitted within 30 days of travel, no later than 60 days from end of travel