



TRAVEL AUTHORIZATION REQUEST FORM

REQUEST FOR TRAVEL TO CONFERENCE, CONVENTION, OR MEETING

**A FINAL COPY OF YOUR HOTEL FOLIO MUST BE INCLUDED WITH YOUR
EXPENSE CLAIM FORM**

FULL NAME SITE/DEPT EMPLOYEE ID

Request is hereby made to travel, with expenses reimbursed under VUSD Board of Education policy, to attend the following meeting:

NAME OF CONFERENCE

BUSINESS PURPOSE

TRAVEL DEPARTURE DATE TRAVEL RETURN DATE

ESTIMATE OF TRAVEL EXPENDITURES

Travel Method Costs	Total Amount	Description
Airfare - Attach CI Azumano Confirmation		
Rental Car		
Shuttle or Ground Transportation		
Mileage, Round Trip		
Registration/Training Fee		
Misc. - Tolls, parking, etc.		
Total Estimated Travel Costs	\$ 0.00	

Other Travel Costs	# of Days	Cost Per Day	Total Amount	Description
Lodging			\$ 0.00	
Meals			\$ 0.00	
Incidentals			\$ 0.00	
Total Estimated Other Travel Costs			\$ 0.00	

Total Estimated Trip Costs \$ 0.00

FUNDING

FUNDING SOURCE

EMPLOYEE: I HEREBY CERTIFY the above travel is necessary to conduct official business on behalf of Ventura Unified School District and agree to submit my Travel Expense claim within 30 days from the return date. In driving a vehicle for official business I have complied with all policies regarding driving on District business .
APPROVER: I am authorized to approve this travel authorization, as it serves a VUSD business purpose, and I certify that adequate funds are available.

APPLICANT'S SIGNATURE _____ DATE _____

APPROVED BY PRINCIPAL _____ DATE _____

APPROVED BY SPECIAL PROJECTS/DEPT. HEAD/SUPERVISOR _____ DATE _____

APPROVED BY ACCOUNTING - ACCT#/FUNDING AVAILABILITY _____ DATE _____

NOTE: ALL TRAVEL FOR BUSINESS PURPOSES MUST BE APPROVED IN ADVANCE OF TRAVEL TO BE ELIGIBLE FOR REIMBURSEMENT. SUBMIT THE FINAL APPROVED REQUEST TO TRAVEL@VENTURAUSD.ORG

VUSD Travel Process Guide

Note: Travel Authorization and Credit Card Authorization Forms must be emailed for approval at least one month prior to departure date.

Step 1: Receive Approval and Book Travel

- 1) Travel request must be approved by principal/department head prior to booking travel.
- 2) Traveler will work with Site Office Manager or Department Support Staff to book flight, hotel, and/or rental car in CI Azumano and create an Escape Requisition for conference registration.
 - a. Escape Requisition for registration fees is preferred versus using Calcard.
 - b. New users must be added to CI Azumano by completing the New User Registration Form and emailing to purchasing@venturausd.org.
- 3) A Travel Authorization Request Form and Credit Card Authorization Form will need to be completed with estimated expenditures and appropriate signatures.
 - a. Send the completed Travel Authorization Request Form and Credit Card Authorization Form to travel@venturausd.org.
 - b. Email Subject Line: Travel Request_Departure Date_Event
 - i. Example: Travel Request_7/01/24_CASBO
 - c. Please see VUSD Travel Quick Guide for guidance on approved rates.

Step 2: Fiscal Services and Purchasing Confirmation

- 4) Travel Authorization Request Form:
 - a. Fiscal Services will review, and email signed copy to Traveler.
 - b. Include a copy of airfare confirmation/receipt from CI Azumano.
- 5) Credit Card Authorization Form:
 - a. Purchasing will transfer payment method for hotel and credit card reservations to a District Travel Card.
 - i. District Travel Card will cover room, tax, mandatory resort fees, and parking.
 - ii. Traveler will need to provide a personal credit card at check in for incidentals only.
 - iii. Please contact the Purchasing Department directly if payment issues occur. If Purchasing is not notified, reimbursement is the only available avenue for refund.
 - b. Traveler will receive a copy of the signed Travel Authorization Request Form and Credit Card Authorization Form confirmation via email.
- 6) Any changes to flights or hotel should be made through CI Azumano

Step 3: Travel Reimbursements

- 7) Within thirty (30) days of the completion of travel:
 - a. Traveler completes Expense Reimbursement Claim Form and submits to Accounts Payable with all required documentation and signatures.
 - i. Include original copy of hotel folio and rental car invoice (if applicable) and all original, itemized receipts.
 - ii. Include the account code from the approved Travel Authorization Request.

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.

- 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, 2024 to December 31, 2024 IRS Mileage Rate is \$0.670 per mile
- Travel Expense Claim Form should be submitted within 30 days of travel, no later than 60 days from end the of travel