

FISCAL SERVICES - CONFERENCE AND TRAVEL

Directions at a Glance

Forms to be used:

<i>NCR Form #</i>	<i>Form Name</i>	<i>Revision Date</i>
30-0-095	Request to Attend Form (Form online)	01/26
Online	Request for Exemption form BCSD	10/17
	Maximum Hotel Room Rate	
30-0-232	Revolving Fund Request Form (Form online)	08/01
30-0-095	Claim for Meeting/Conference/Workshop (Form online)	01/26

Completing Request to Attend:

- Complete Online Request to Attend as instructed
- Forms must be submitted four weeks prior to the date of conference. If later than four weeks, a memo with the reason must be sent to the Fiscal Department, Attn: Mayra De Leon. For those departments or schools using non Title I budgets - send memo to Karen Pina in Educational Services.
- Attach a copy of any information relating to the event such as registration
- Mileage for frequented areas will be listed on the BCSD Mileage Chart, if destination is not listed on Mileage Chart please Mapquest destination and send a copy with your Request to Attend
- When listing cost of a hotel, be sure to include the “Out the Door” price. ***Ask hotel personnel how much the room will cost with all taxes included.***
 - If hotel cost is more than \$190.00 (including taxes) a Request for Exemption form BCSD Maximum Hotel Room Rate (*Online Form*) is needed, **NO EXCEPTIONS**
- Confirm meals are either included or not included in the cost of the event before requesting meal allowances
- Whether registration is paid by Purchase Order, District Credit Card or a Check Request, be sure to list registration on your Request to Attend
- When in doubt list a parking fee dollar amount
- School Sites - Principal will sign, date, & check recommended attendance on the form
- School Sites - Forward the completed Request to Attend and back up to Fiscal Services, Attn: Mayra De Leon
- Departments or schools using non-Title I budgets - forward the completed Request to Attend and backup to Karen Pina in Educational Services. Please ensure you have obtained your administrators signature prior to submitting (i.e. Assistant Superintendent, School Administrator, or Director over your school site or department.

Completing Revolving Fund Request Form:

- Complete Online Revolving Fund Request as instructed
- Registration Revolving Fund check requests will be issued immediately after approval of the Request to Attend
- Cash advances for employees will be issued one week prior to conference and only when expenses are in excess of \$200
 - The dollar amount for cash advances to employees should include (if applicable) hotel, meals, & mileage (parking is not on advance, only on claim form with receipts)

Completing Claim for Meeting/Conference/Workshop:

- Complete Online Claim for Meeting/Conference/Workshop (Form #30-0-095) as instructed
- Include the following to insure prompt processing of claims:
 - Registration – a copy of the Revolving Fund Request, which should include the check number and a copy of registration paperwork, if registration was paid for with a PO, submit a copy of the PO, if paid with a credit card submit a copy of the credit card statement
 - Employee Cash Advance – copy of the Revolving Fund Request, which should include the check number or a copy of the check
 - Hotel receipt – (even if an advance check was issued to the employee for this expense)
 - If hotel cost is more than \$190.00 (including taxes) a Request for Exemption form BCSD Maximum Hotel Room Rate (*Online Form*) is needed, **NO EXCEPTIONS**
 - Credit Card Receipts – If a district credit card was used for any approved expenses
 - Transportation receipts – i.e. plane, train...except for use of private car (which receives the IRS mileage allowance)
 - Other Approved Expenses – Parking, taxi, Uber, Lyft, telephone expenses should have had prior approval
 - Receipts are not required for approved meals

Other Areas:

- Include a memo approved by the principal or department head for any additional expenses not listed on the original Request to Attend (i.e. parking, taxi, meal)
- Be sure to complete the lower left hand box which contains the Approval Date and Account Code
- The Department Head/Site Administrator signature must be on the claim form
- At “Less Advance Travel Expenses” – please include check or PO No. – Please list all check numbers and amounts, PO numbers and amounts, and CC for Credit Card and the dollar amount.
- Fiscal Services requires that all claims be turned in 10 days after the event

Additional questions, please call Fiscal Services, Mayra De Leon at (661) 631-4748 or Maria Quiroz at (661) 631-4697.