

COAST UNIFIED SCHOOL DISTRICT CONFERENCE REIMBURSEMENT FORM

NAME: _____

CONFERENCE TITLE: _____

DATES OF CONFERENCE: _____ Location: _____

AFTER THE CONFERENCE IS COMPLETED, PLEASE FILL OUT THE FOLLOWING PORTION AND RETURN WITH ORIGINAL RECEIPTS TO ACCOUNTS PAYABLE – DISTRICT OFFICE. (RECEIPTS ARE NOT REQUIRED FOR MEALS IF CLAIMING THE MEAL ALLOWANCE.) **REIMBURSEMENT CLAIM FORM MUST BE TURNED INTO SITE SECRETARY / CLERK NO MORE THAN 10 DAYS AFTER THE CONFERENCE TO BE REIMBURSED FOR EXPENSES INCURRED. LATE FORMS WILL NOT BE ACCEPTED.**

TOTAL DAYS OF CONFERENCE: _____

EXPLANATION:

REGISTRATION: \$ _____

MILEAGE:

_____ Miles @

76¢ per Mile _____

Food: (Use Chart Below) \$ _____

Lodging: \$ _____

*Other (explain): \$ _____

I certify that the above claim form reimbursement is for actual and necessary expenses incurred while on District business.

Employee's Signature: _____

Total Claim: \$ _____

Date: _____

BUSINESS MANAGERS APPROVAL: _____ **DATE:** _____

Worksheet for meals

When conference is complete, please fill in the chart below for all meals to be claimed – not included with the conference registration.

Date	Breakfast		Lunch		Dinner	
	Included with Conf. (Please ck)	\$10.00	Included with Conf. (Please ck)	\$15.00	Included with Conf. (Please ck)	\$26.00
TOTAL						
GRAND TOTAL						

Please enter the **grand total** in the chart above for reimbursement of meals. The meal allowance for an entire day is \$51.00. Meals included in a conference fee are not reimbursable - to avoid delays in processing your claim, please check under the column "Included with Conf". If actual receipts are submitted, the lesser amount of the two (receipts or per diem) will be paid; therefore, it is better to claim the approved per diem rate without submitting receipts for meals. Meals for family members will not be reimbursed. Meals shall be reimbursed only for the time the employee must be away.