LA VEGA INDEPENDENT SCHOOL DISTRICT

STAFF TRAVEL AUTHORIZATION & EXPENSE REIMBURSEMENT

TRAVELER & EVENT INFORMATION

Employee Name		**Employee ID**		**Campus/Dept.**	Select
Position		**Supervisor**			
Conference / Event		**Destination**			
Departure Date & Time		**Return Date & Time**			
Travel Type	Select	**Funding Source**	Select	**Request for Advancement**	Select

Purpose / Benefit to District

REQUIRED DOCUMENTATION- CHECKLIST

- ☐ **Registration Confirmation**
- ☐ **Agenda**
- ☐ **Mileage Map**
- ☐ **Transportation Quote/ Receipt**
- ☐ **Hotel Confirmation/Folio**
- ☐ **Parking/ Tolls/ Rideshare Receipts**
- ☐ **Per Diem Receipts- FEDERAL ONLY**

ESTIMATED AUTHORIZATION (PRIOR TO TRAVEL) & ACTUAL REIMBURSEMENT (TO COMPLETE UPON RETURN)

EXPENSE		ESTIMATED	ACTUAL	EMPLOYEE REIMB.
Registration	PO#	$	$	☐
Mileage	Miles x	Current Rate $	$	☐
Transit	☐ Personal ☐ Carpool PO# ☐ District Van ☐ Rental	$	$	☐
Airfare	PO#	$	$	☐
Lodging		$	$	☐
Parking / Tolls / Rideshare		$	$	☐
Other		$	$	☐

PER DIEM BREAKOUT

	Departure Day	# of Full Travel Days		Per Diem Amount		Return Day		Total Per Diem
Full day rate: $63	$	+	X	$ 63	+	$	=	$

TOTAL **Estimated $** 0 **Actual $** 0

CERTIFICATION, APPROVALS & BUSINESS OFFICE USE

☐ I certify that the travel and expenses are for official District business and comply with District procedures.

Employee Signature / Date	Supervisor Approval / Date	Business Office Approval / Date

Account Code

Reimbursement Total **Check #** **Date Paid**

Travel reminders:

All travel must comply with applicable federal, state, and District regulations and guidelines. Attach required supporting documentation. Taxes and tips are not reimbursable.

Local-funded per diem is $63 per full day. *Travel days: $16 Breakfast, $19 Lunch, $28 Dinner

Federal-funded meal expenses require itemized receipts and are limited to the allotted amount.