# Newark Unified School District

## Travel and Conference Expense Claim Form

***Important:***

Original receipts must be attached for all submitted claims.
This form must be submitted to the Business Office within 14 days from the conclusion of the conference.
As of **July 1, 2026**, the IRS mileage rate for reimbursement is 76 cents per mile driven.

| **Employee's Name** | **Site/Department** |
|---|---|
| **Name of Conference** | |
| **Location** | |

| DATE | REGISTRATION FEE | TRAVEL (specify) | MISC. EXP. (specify) | LODGING | MEALS (no alcohol) | |
|---|---|---|---|---|---|---|
| | | | | | Breakfast(max $10) | |
| | | | | | Lunch (max $15) | |
| | | | | | Dinner (max $25) | |
| | | | | | Breakfast(max $10) | |
| | | | | | Lunch (max $15) | |
| | | | | | Dinner (max $25) | |
| | | | | | Breakfast(max $10) | |
| | | | | | Lunch (max $15) | |
| | | | | | Dinner (max $25) | |
| | | | | | Breakfast(max $10) | |
| | | | | | Lunch (max $15) | |
| | | | | | Dinner (max $25) | |
| | | | | | Breakfast(max $10) | |
| | | | | | Lunch (max $15) | |
| | | | | | Dinner (max $25) | |
| | | | | | Breakfast(max $10) | |
| | | | | | Lunch (max $15) | |
| | | | | | Dinner (max $25) | |
| | | | | | Breakfast(max $10) | |
| | | | | | Lunch (max $15) | |
| | | | | | Dinner (max $25) | |
| **Column Totals** | **$** | **$** | **$** | **$** | **$** | |

**Total Expense Claimed** **$**

**Budget Code:** _____

*(Same code as that on Travel and Conference Request Form)*

| Employee's Signature | Date |
|---|---|
| Program Manager's Signature | Date |