

## **Travel; Reimbursement**

### Instruction For Completing Travel/Conference Approval And Expense Claim Form

Please be sure you are using the correct form. This form is used to record travel on district business when there will be reimbursement directly to the employee for expenses in addition to mileage and parking. Use the Mileage Reimbursement form for travel if no expenses except mileage and parking will be claimed.

The upper section is your request to your responsible administrator for the required prior approval to attend the conference or meeting and for a Travel Advance, if needed. The lower section provides for an itemization and/or reimbursement of expenses incurred.

#### PART A. INSTRUCTION - PLEASE PROVIDE COMPLETE INFORMATION.

Incomplete and inaccurate information will delay the processing of your claim.

1. Please print your name, address and Social Security number. Use your name as it is shown on district employee records. Do not use nicknames. Include the city and zip code. indicate your title or position with the district (principal, teacher, etc.).
2. Estimate the maximum costs of the trip (airline tickets, car rental, carfare, meals, etc.) using the "Estimated Expenses" column in Part C.
3. Briefly state purpose of the conference, workshop or meeting (e.g., how it relates to your job, how it will benefit the district, etc.) and attach a copy of the agenda.
4. Employee submitting request must sign and route to his/her supervisor.

#### PART B. APPROVALS/SIGNATURES

1. In State
  - a. Principal/department head approval
  - b. Add State & Federal Office approval if categorical funds
  - c. Add Cabinet representative if over \$500
2. Out of State
  - a. Principal/department head approval, and
  - b. Cabinet representative

#### PART C. ITEMIZED EXPENSES PAID BY EMPLOYEES

1. Indicate both the day of the week and the date (Mon., 1/12). Dates shown here must be in agreement with those on the conference brochure and those shown under "Dates of Travel/Conference" in Part A.

2. Meal reimbursement shall be limited to actual cost or the following maximum daily rates, whichever is less:

IRS HIGH ALL

COST AREAS OTHER AREAS

WITH WITHOUT WITH WITHOUT

RECEIPTS RECEIPTS RECEIPTS RECEIPTS

Breakfast \$ 8 \$ 7 \$ 6 \$ 5

Lunch \$12 \$10 \$ 9 \$ 8

Dinner \$20 \$17 \$15 \$13

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Daily \$40 \$34 \$30 \$26

3. Reimbursement for lodging is allowed for district employees only at actual cost not to exceed the following limits:

- a. For conference attendance, the single occupancy rate charged by the headquarters hotel.
- b. For all other travel, \$70/night except in those areas designated as high cost by the IRS in which case a limit of \$100/night shall apply.

If you are sharing lodging with another employee of the district, indicate the name of that employee but list only your own expenses. Show single occupancy rate, unless shared and you paid for another district employee.

4. If employee has personally made advance payment or deposit for lodging, a receipt for that portion of the lodging is required.

5. Any required receipts must be attached to the form. This includes itemized hotel bills and conference registration receipts.

6. If charges are made to the employee's personal account via credit cards or personal check, an acceptable receipt is still required, e.g., hotel bill, credit card charge slip, cancelled check, etc.

7. After itemizing and totaling the expenses, the employee enters the time and date of his/her departure and return and signs certifying that the expenses incurred are correct as shown.

PART D. DIRECT PAYMENTS MADE BY THE DISTRICT

1. If you have received a check from the district Accounting Office as an advance, payment will be shown in this section. Amounts shown here are not to be included in the "Total Itemized Expenses" figure. The combined totals of direct payments (Part D) and itemized expenses (Part C) must not exceed the maximum costs listed in Part A.

2. Travel advances may be requested by furnishing the appropriate information at the time of initial approval of the Travel/Conference Approval and Expense Claim Form. Advances shall not exceed 80% of the estimated expenses to be borne by the employee and will not be issued for less than \$200. Requests for advances must be received in the Accounting Office not later than 10 working days before the advance is needed.

#### OTHER

1. Reimbursement of bar expenses and gratuities is not allowed.

2. Whatever the mode of transportation, travel allowance shall not be greater than a coach commercial fare. Tourist rates shall be used if available and expedient.

3. Airline reservations and ticket purchases shall be made only through the Purchasing Department. If preferred, prepaid hotel/motel reservations may also be made. Any and all cancellation charges shall be the responsibility of the employee unless timely notice is provided the Purchasing Department.

#### FRESNO UNIFIED SCHOOL DISTRICT

Fresno, California