

Fresno Unified Exhibit (E) 4333.1 Travel; Reimbursement

Instruction for Completing Travel/Conference Approval and Expense Claim Form

Please ensure that the correct form is being used. The current fillable PDF form is posted at the following link: https://fusd.sharepoint.com/sites/dept_fiscal/Accounting/TravelForm.pdf

The Travel/Conference Approval and Expense Claim 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 for travel within Fresno County. The Travel/Conference Approval and Expense Claim form will still need to be completed for mileage and parking if the employee travels outside of Fresno County. The upper section is employee's request to employee's direct supervisor for the required prior approval to attend the conference, workshop, or meeting and for a travel advance, if needed. The lower section provides for an itemization and/or reimbursement of expenses incurred.

Before the Trip

Part A. Instruction – Please Provide Complete Information

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

1. Type or print: name, home address, work title and location, Employee ID number, and date of birth. Use the name as it appears on driver's license or Real ID and the address as it is shown on district employee records. Do not use nicknames. Include the city and zip code and provide the depart and return dates and times.
2. Specify whether an employee travel advance is needed. Travel advances shall not exceed 80% of the estimated expenses to be borne by employee and will not be issued for less than \$200. Travel advance must be approved by the administrator authorizing travel over \$200.
3. Indicate if a substitute is needed. If yes, contact Human Resources.
4. Include the budget number. The object for travel will always be 5221.
5. Briefly state purpose of the conference, workshop or meeting (e.g., how it relates to employee's job, how it will benefit the district, etc.) and attach a copy of the agenda. In addition, include the: vendor name, conference dates, conference title, and location.
6. Employee submitting request must sign and route for signature approval by the Budget Manager.

Part B. Approvals/Signatures

1. Type or print name of Direct Supervisor and obtain signature approval.
2. Add State & Federal Office approval if categorical funds.
3. Type or print name of Cabinet representative, if over \$500, and obtain signature approval.

Part C. Estimated Expenses

1. Indicate both the day of the week and the date (Mon., 1/12). Dates shown here must agree with those on the conference brochure and those shown in Part A.
2. Estimate the maximum costs of the trip (mileage, meals, airline tickets, lodging, parking, rideshare, car rental, conference registration, other expenses) by filling out the "Item" and "Estimated Expenses" column in Part C. Please note:
 - a. The M&IE rate for the destination can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

Meal reimbursement shall be limited to actual cost or the following maximum daily rates, whichever is less. For example, calendar year 2020 M+ IE rates are:

M&IE Rate	Breakfast 20%	Lunch 30%	Dinner 50%
\$55	\$11.00	\$16.50	\$27.50
\$56	\$11.20	\$16.80	\$28.00
\$61	\$12.20	\$18.30	\$30.50
\$66	\$13.20	\$19.80	\$33.00
\$71	\$14.20	\$21.30	\$35.50
\$76	\$15.20	\$22.80	\$38.00

- b. If employee has personally made advance payment or deposit for lodging, a receipt for that portion of the lodging is required.
3. For airfare and lodging, specify whether reservations and payment were made through the Purchasing Department, or whether the employee made the reservation through a discount online website. Employees booking their own airline transportation or lodging must obtain and furnish two (2) complete lists of available airfares and lodging from different sources. In addition, the employee must indicate the departing and destination cities as well as the cost of the airline ticket or lodging accommodations.

After the Trip

Part C. Itemized Expenses Paid By Employee

1. Under each day of the week, itemize and total the expenses incurred, then provide the total of all expenses incurred by employee.
2. Any required receipts must be attached to the form. This includes itemized hotel bills and conference registration receipts. Tape small receipts on an 8.5 x 11 sheet of paper. Receipts are not necessary when claiming the per diem rate for meals.
3. If charges are made to the employee's personal account via credit cards or personal check, an itemized receipt is still required, e.g., hotel bill, credit card charge slip, cancelled check, etc.

Part D. Advance Requests

1. If employee received a check from the 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 (see #2 in Part A above).
3. Enter the time and date of employee departure and time and date of employee return.
4. Employee must sign certifying that the expenses incurred are correct as shown.
5. Obtain direct supervisor signature and if necessary, cabinet level supervisor signature and submit to Accounting Office with all required receipts. Employee will have up to five (5) business days after returning from their trip to furnish the Travel/Conference Approval and Expense Claim Form to the Accounting Office.
6. If the travel advance exceeds the actual reimbursable travel expenses, a check for the difference must accompany the Travel/Conference Approval and Expense Claim Form when it is returned to the Accounting Office. All checks should be made payable to Fresno Unified School District. If funds are due back to the District upon completion of the trip, or if a claim is not submitted within 60 days of a trip, a payroll deduction may be processed in the amount owed.

OTHER

1. Reimbursement of bar expenses is not allowed.
2. Whatever the mode of transportation, travel allowance shall not be greater than air coach fare from Fresno to the destination.

Fresno Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ethnicity, national origin, immigration status, ancestry, age, creed, religion, political affiliation, gender, gender identity, gender expression, genetic information, mental or physical disability, sex, sexual orientation, marital status, pregnancy or parental status, medical information, military veteran status, or association with a person or a group with one or more of these actual or perceived characteristics or any other basis protected by law or regulation, in its educational program(s) or employment.

Exhibit FRESNO UNIFIED SCHOOL DISTRICT
Approved: February 26, 2020 Fresno, California

Policy Section: 4000 Employees