

East Side Union High School District
TRAVEL/CONFERENCE APPROVAL AND EXPENSE CLAIM FORM

Name: _____		Work Location: _____	
Home Address: _____			
Conference Title: _____			
Conference Location/Destination: _____			
Purpose: _____			
TRAVEL DATES: From: _____ TO: _____			
Departing: _____ Time: _____ Returning: _____ Time: _____			
ACCOUNT # TO BE CHARGED: _____			
Estimated Conference Expenses		(Indicate date: e.g. 4/14)	
	Su	Mo	Tu
	We	Th	Fr
	Sa		
Breakfast			
Lunch			
Dinner			
Total Meal Allowance	\$ -	\$ -	\$ -
Conf./Conv. Registration			
Lodging			
Airline Fare			
Mileage _____ miles @ _____/mi.			
Car Rental, Taxi, Shuttle			
Parking			
Telephone (Busn. use ONLY)			
Bridge Toll			
District Substitute Cost			
Misc/Other			
TOTAL ESTIM. EXPENSES	\$ -	\$ -	\$ -
TOTAL ESTIM. EXPENSES:		\$ -	
Signature: Employee _____		Date _____	
APPROVAL:			
Signature: Administrator _____		Date _____	
Signature: Comp Ed Admin. (if applicable) _____		Date _____	
Signature: Superintendent/Designee _____		Date _____	

Actual Conference Expenses	(Indicate date: e.g. 4/14)						
	Su	Mo	Tu	We	Th	Fr	Sa
Breakfast							
Lunch							
Dinner							
Total Meal Allowance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Conf./Conv. Registration							
Lodging							
Airline Fare							
Mileage _____ miles @ _____/mi.							
Car Rental, Taxi, Shuttle							
Parking							
Telephone (Busn. use ONLY)							
Bridge Toll							
District Substitute Cost							
Misc/Other							
TOTAL ACTUAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SUMMARY OF ACTUAL EXPENSES:

Total Actual Expenses	\$ -
Less: Total Purchase Order \$Amounts (Receipts Required)	
Registration	P.O.# _____
Lodging	P.O.# _____
Airfare	P.O.# _____
Cash Advanced	_____
District Credit Card (Receipts Required)	_____
District Substitute Cost	_____
NET REIMBURSEMENT/(DUE DISTRICT)	\$ -

Signature: Employee _____	Date _____	Signature: Comp Ed Admin. (if applicable) _____	Date _____
Signature: Administrator _____	Date _____	Signature: Superintendent/Designee _____	Date _____

**TRAVEL/CONFERENCE APPROVAL AND EXPENSE CLAIM
INSTRUCTIONS**

This form is used to request approval for conference, in-service workshop, or business travel expense reimbursement and charges to the District.

Requests shall be directed to the supervisor(s) for approval or disapproval and must be submitted to Business Office for purchase orders or advances at least 10 working days prior to the trip.

Any employee, or officer, traveling at District expense is required to file a travel reimbursement claim within thirty (30) days after the completion of travel if:

- a. any portion of travel was paid, or pre-paid, including any advance payments, by the District and money is due the individual filing claim,
- b. travel is canceled, but advance funds were distributed,
- c. individual seeks reimbursement for "actual and necessary" expenses (see Ed. Code 44032) incurred as a result of travel.

CLAIMS FOR REIMBURSEMENT

Claims for expense reimbursement must be itemized and receipts attached for all expenses for which the individual seeks to be reimbursed by the District, with the exception of mileage as indicated below. Where expenses have been paid by the individual, proof of charge or payment must be submitted before reimbursement can be made.

Allowance for meals is \$45 per day. This is based upon the employee being away from the district for three (3) meals. If less than three (3) meals, adjustments will be allocated as follows:

Breakfast	\$10
Lunch	\$15
Dinner	\$20
Total	<hr/> \$45

Exception: If a meal is included as a formal part of the program of a conference or meeting, the actual cost in excess of the conference fee will be reimbursed.

Mileage allowance will be reimbursed at IRS per mile rate or common carrier rate, whichever is less. Mileage will be computed from the employee's normal work location to the destination of the activity.

If travel is made in concert with other District employees, or officers, every attempt should be made to keep expenses separated by individual. Where circumstances make this impracticable, reimbursement for expenses should be made by the individual who incurred the expense along with a list of the individuals who contributed to the expense. Only one reimbursement can be made for each claim.

ITEMS NOT TO BE CLAIMED

No reimbursement may be given for expenses for first-class travel, unauthorized travel, personal travel, or fees to earn credit for a workshop or class.

Nor will reimbursement be allowed for travel expenditures of a personal nature. (e.g. gifts, dry-cleaning, room-service, newspapers or other sundries), or for alcoholic beverages of any type.

ADVANCEMENT OF TRAVEL FUNDS

If a travel advance was given, the use of funds must be accounted for on the travel reimbursement claim. Any advanced, but unused, amount must be returned to the District. If travel expenses exceed amount advanced, the claim will signify amount due employee or officer.