

West Sonoma County Union High School District
CONFERENCE/WORKSHOP REIMBURSEMENT FORM

**Read and Follow the guidelines on page 2 before completing this form.
 Failure to comply with guidelines will result in payment delay.**

INSTRUCTIONS: This form must be completed and submitted to Accounts Payable for all conference/travel expenses. A copy of conference and travel itinerary must be attached. Reimbursements will be approved by the immediate supervisor and **MUST BE ACCOMPANIED BY ALL ORIGINAL RECEIPTS** before payment is made.

Name of Employee _____ Telephone # _____
 Street Address _____ City _____ Zip _____
 School _____ Department _____
 Event Title _____ Conf/Travel Dates _____

ITEM	SUN:	MON:	TUE:	WED:	THU:	FRI:	SAT:	TOTAL
ORIGINAL Receipts Required:								
Tolls: Bridge								
Mileage: Personal car (_____) miles								
Gas receipts: District Vehicle ONLY								
Breakfast \$10.00 (maximum)								
Lunch \$21.00 (maximum)								
Dinner \$33.00 (maximum)								
Phone/Fax/Internet <i>(District related expenses only)</i>								
Parking								
Taxi, shuttles, etc.								
Registration								
Airfare, rail, bus, etc.								
Lodging								
* Other (attach sheet if necessary)								
DAILY TOTALS								

BUDGET CODES:

Fund	Resource	Year	Goal	Function	Object	School	Mgmt	Amount

TOTAL EXPENSES:

 Employee's Signature

 Date

 Administrator's Signature

 Date

 Budget Manager's Signature

 Date

REIMBURSABLE EXPENSES TRAVEL/CONFERENCE/WORKSHOPS

Administrative Policy and Procedures

The following items are reimbursable while on school business, attending conferences and/or workshops or visiting other school districts. All reimbursement amounts shall be limited to the total budgeted for travel expenses for each school and department. Request for an advance requires a purchase order.

REGISTRATION FEES

Proof of payment of registration fee(s) will be required for all out of pocket expenditures.

MEALS

Maximum daily allowance for meals will be \$64.00 Itemizing meals is required with receipts for each meal to be reimbursed. Taxes and tips are included in these allowed rates. Meals that are included in the conference registration may not be reimbursed separately and will be included in the conference registration reimbursement. Alcoholic beverages are not allowable expenses.

Meal maximum reimbursement rates: Breakfast \$10.00 Lunch \$21.00 Dinner \$33.00

TRANSPORTATION

- A. Transportation will be approved to provide reimbursement at the lowest possible overall cost based upon location, number of persons traveling, time constraints and convenience. Claims for mileage reimbursement are not to exceed the district's schedule, which is the current approved Internal Revenue Service rate.
- B. Use of District vehicles for travel will be reimbursed by the actual gas receipts and not the mileage rate.
- C. Necessary and required air transportation shall be at coach fair or lower. TICKET VOUCHER OR RECEIPTS ARE REQUIRED. Airfare vs. Personal vehicle use will be based upon the lesser cost of the two and the employee will only be reimbursed for the lesser amount no matter which form of transportation is actually used.
- D. Bridge toll fees, taxicab, bus fair, rail fare, shuttle or parking is reimbursable with original receipts. Use of rental cars must be authorized prior to travel.

MISCELLANEOUS EXPENSES - (RECEIPTS ARE REQUIRED)

Long distance telephone, fax, or internet charges are allowable for the purpose of conducting district business only.

Claims shall be filed within 30 days after return from travel or will be considered null and void.