

CERES UNIFIED SCHOOL DISTRICT CONFERENCE EXPENSE FORM

EMPLOYEE NAME: _____ CONFERENCE ATTENDED: _____
 EMPLOYEE TITLE & SITE: _____ CONFERENCE SITE: _____
 CONFERENCE DATES: _____ COUNTY: _____
 DATE LEFT: _____ TIME LEFT: _____ DATE RETURNED: _____ TIME RETURNED: _____

EXPENSES BEING REQUESTED FOR REIMBURSEMENT

CONFERENCE REGISTRATION FEES

(receipt is required)..... \$ _____

HOUSING

(receipt is required)..... \$ _____

TRAVEL

Travel by private car (auto insurance form is required)
 Reimburse _____ miles @ \$0.58 per mile..... \$ _____

Travel by District car
 (receipt required for gasoline purchase)..... \$ _____

Travel by rental car
 (receipt is required for rental & for any gasoline purchase)..... \$ _____

Travel by air
 (receipt is required)..... \$ _____

MEALS **CANNOT CLAIM MEALS THAT ARE PROVIDED BY HOTEL OR CONFERENCE**

Please note, in order for the pre-payment of meals to be approved, you must be traveling outside of the District for three (3) days or more. The purchase order must also be in the Business Office 15-20 days prior to the DUE DATE of when the check is needed

Please circle rate depending upon the California county listed below:

- \$71 counties: Marin, Mariposa, Mendocino, Mono, Monterey, Nevada, San Francisco, Santa Barbara, Santa Monica
- \$66 counties: Humboldt, Madera, San Diego, San Luis Obispo, Sonoma, Yolo
- \$61 counties: Alameda, Contra Costa, Edwards AFB, El Dorado, Fresno, Inyo, Los Angeles, Napa, Orange, Riverside, Sacramento, San Mateo, Santa Clara, Ventura
- \$56 counties: Kern, San Bernadino, San Joaquin, Santa Cruz, Placer, Tulare
- \$50 counties: Stanislaus, and all other California counties not listed

	\$50	\$51	\$56	\$61	\$66	\$71
Breakfast _____ # of days	13	13	14	16	17	18
Lunch _____ # of days	14	15	16	17	18	19
Dinner _____ # of days	23	23	26	28	31	34

PREPAYMENT USE ONLY:

Please see note highlighted above

\$ _____ \$ _____

\$ _____ \$ _____

\$ _____ \$ _____

******* OUT-OF-STATE TRAVEL *******

IRS guidelines will be used, please contact the Director of Fiscal Services for rate.

MISCELLANEOUS EXPENSES (receipts are required for all)

Cab Fare/Shuttle..... \$ _____

Bridge Toll..... \$ _____

Parking..... \$ _____

Other - Please Indicate..... \$ _____

EXPENSE TOTALS

\$ _____ \$ _____

EMPLOYEE PLEASE NOTE: All expense reimbursement claims shall be submitted within ten (10) working days following the return from travel when possible. The failure to attach required documents or completing this form accurately will cause delays in processing your reimbursement.

EMPLOYEE SIGNATURE _____

Business and Noninstructional OperationsTravel/Conference Reimbursement

The Governing Board recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Superintendent.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities for anything other than meals, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033)

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

The district will pay no more than the cost of the least expensive transportation; e.g., air transportation vs. travel by car. Travel by air will be prepaid. Travel by private vehicle will be reimbursed based upon actual miles traveled.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

If multiple staff members of the same gender attend a conference, the district will provide one room for every two people unless otherwise approved by the Superintendent or designee.

The Superintendent or designee shall establish a per diem allowance for meal costs incurred while traveling on district business based on the location and hours of travel. The per diem allowance shall not exceed the standard meal allowance for business-related travel prescribed for federal income tax purposes. Payment of or reimbursement for gratuities for meals is permitted; however, payment or reimbursement for total meal cost including gratuity may not exceed the per diem meal allowance.

There will be no payment or reimbursement for meals included as a part of a conference or workshop registration fee.

Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

When approved by the Superintendent or designee, an employee may be issued a district credit card for use while on authorized district business. Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a district credit card, even if the employee intends to subsequently reimburse the district for the personal charges.

When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on district business for three (3) days or more. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation. He/she shall refund to the district any amount of cash advance exceeding the actual approved reimbursable expenses.

Legal Reference:

Education Code

- 42634 Itemization of expenses
- 44016 Travel expense to employment interview
- 44032 Travel expenses
- 44033 Automobile allowance
- 44802 Student teacher's travel expense