



DENAIR UNIFIED SCHOOL DISTRICT

TRAVEL/CONFERENCE REQUEST and REIMBURSEMENT

SECTION A.			
Employee Name (as shown on Social Security Card)		Site	
Event/Conference Title (attach brochure)		Event Location	
Date(s) of Event		Time of Event (include travel time)	
From / /	To / /	From : am/pm	To : am/pm

SECTION B. ITEMIZED EXPENSES ESTIMATED/PAID BY EMPLOYEE (List Day(s) and Date(s), e.g. Mon 01/12)						
ITEM DESCRIPTION (A)		Number of Days (B)	List Dates	Complete Prior to Event: Estimated Cost (A x B)	Complete After Event: Actual Cost	Actual Reimbursement (For Business Office Use Only)
Substitute Required		\$110.00/day				
Personal Mileage ____ @ .535		NO RECEIPTS				
Breakfast	\$8.00	PER DIEM				
Lunch	\$10.00					
Dinner	\$20.00					
Parking		REQUIRE RECEIPTS				
Taxi/Car Rental/Bus						
Airfare						
Lodging						
Registration						
Other (Itemized)						
Total Cost						

SECTION C. TRAVEL REQUEST APPROVAL									
Budget Code(s)									
Fund	Resource	PY	Object	Goal	Function	Site	Org/Disc	Amount	
									\$
									\$
Substitute Code									
									\$

Supervisor Signature	Date	Director of Student Support Signature	Date
Board Approval Date (student overnight/out of state travel)		Chief Business Officer Signature	Date

SECTION D. TOTAL REIMBURSEMENT (Please attach necessary receipts for reimbursement)			
I hereby certify that the above is an accurate accounting of my incurred travel expenses and the expenses claimed above are not reimbursable to me or to the District from any other source.			\$
Employee Signature	Date	Supervisor Signature	Date

DUSD Travel Request/Reimbursement Procedures (Will be used in place of a P.O. Request)

When an employee is authorized to attend a conference/meeting on behalf of the school district, the following policy shall apply:

- Prior approval is required for all travel
- Prior Board approval is required for all travel in which students will stay overnight
- Prior Board approval is required for all out of state travel
- Only actual and necessary travel expenses shall be allowed (Education Code 44032, BP and AR 3350)
 - Mileage within county boundaries is only actual and necessary to the event unless it is necessary to return to your work site
- All claims for reimbursement shall be submitted immediately upon return from such conference
- No claims can be submitted after June 30

Allowable Expenses Include:

- Necessary transportation – airfare, cab fare, parking, tolls, shuttle, and mileage (at IRS-approved rate)
- Lodging and/or Registration fees
- Meals – maximum per diem amounts, including tip are:
 - Breakfast: \$8, Lunch: \$10, Dinner: \$20
 - Full day Per Diem: \$38

**Note: Meal expense will not be paid if meals are included in the cost of the conference. Depending on conference schedule, only one or two meals per day may be allowable. No alcoholic beverage expense will be paid.*

Documentation Required before the Conference:

- **EMPLOYEE**
 - Conference flyer/equivalent showing the name, location, date, cost, nature, and schedule for the conference
 - Google maps from work to Conference location if employee is driving a personal vehicle
 - Travel Request/Reimbursement form filled out with conference information and estimated costs
 - Preferences for hotel, transportation, diet, check-in time, etc.
 - Submit to Main Office
- **MAIN OFFICE**
 - Verify each employee's request has complete back-up attached (incomplete paperwork will be returned)
 - Add account codes from budget documents (e-mail CBO if a budget revision is needed)
 - Obtain Principal's signature
 - Submit to Student Support Services Office
- **STUDENT SUPPORT SERVICES**
 - Review and document on PD Tracking spreadsheet
 - Obtain Senior Director of Student Support Services' signature
 - Submit to Business Services Office
- **BUSINESS SERVICES**
 - Review budget, nature of conference, and all necessary approvals have been obtained
 - Obtain CBO's signature
 - Create separate POs for registration, lodging, airfare, and employee reimbursement (expenses other than registration, lodging, and airfare) with copy of Travel Request/Reimbursement attached to each PO
 - Send copy of Travel Request/Reimbursement form back to employee with copies of POs and registration/lodging/airfare confirmations

Documentation Required after the Conference (submit ASAP after returning from the Conference and prior to June 30):

- **EMPLOYEE**
 - Attach all original receipts to original Travel Request/Reimbursement form and sign bottom of form
 - Fill in "Actual Cost" column and submit to Main Office
- **MAIN OFFICE**
 - Obtain Principal's signature
 - Submit to Business Services
- **BUSINESS SERVICES**
 - Process for reimbursement – could take up to a week depending on SCOE's payment schedule