

Travel/Conference EXPENSE VOUCHER FORM- review page 2 instructions

As of 11/17/2016, MUST ATTACH CONFERENCE VOUCHER

Expenses claimed by _____ School _____

Date(s) expenses incurred _____ to _____

Complete Address of Event _____

For the purpose of _____

(Please be specific with name of event)

_____ miles @ \$.545 (EFFECTIVE 1/1/2018) **include documentation** \$ _____

_____ meals (**ORIGINAL ITEMIZED RECEIPTS REQUIRED**) \$ _____
(Credit Card Transaction record is not acceptable)

_____ Nights, hotel accommodations (**HOTEL FOLIO REQUIRED**) \$ _____

_____ Days, car storage/parking (**RECEIPT REQUIRED**) \$ _____

Commercial transportation: (**RECEIPT REQUIRED**) \$ _____

Conference registration fee (RECEIPT REQUIRED)..... \$ _____

In lieu of mileage..... \$ _____

Miscellaneous expense in detail:

_____ \$ _____

Expenses \$ _____

Less Advance \$ _____

Total \$ _____

I certify that the above claim is a true and accurate account of expenditures incurred

Originators signature

Date

Administrator

Charge Account Number

Business Office Approval

REIMBURSABLE EXPENSES FOR TRAVEL CONFERENCE/WORKSHOP

The following items are reimbursable while on school business, attending conferences and workshops or while visiting other districts when approved. All reimbursement amounts shall be limited to the total amount budgeted for travel expenses for each school or department.

TYPES OF MEETINGS: Conference/Workshop or Business

BUSINESS: A business meeting is one required for the purpose of providing or receiving information relevant to district business or for the purpose of completing a district obligation or project. A copy of the meeting notice or agenda must be submitted with the Travel Request in lieu of brochure.

NOTE: Three questions to consider when requesting travel:

1. Does it support services to the students?
2. Does it support the site/department/district goals?
3. Can it be justified in the media the next day?

REGISTRATION: Necessary registration fees will be paid. Attach conference agenda, announcement or other supporting document relative to trip.

MEALS AND LODGING: Original receipts are required. **Itemized receipts for meals are required.** Include colleague names on receipt if paying for their meal(s). Folios will be required for reimbursement of all hotel/motel expenses.

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 \$ 0.545 per mile.
- B. Necessary and required air transportation shall be at coach fare or lower with at least a 21-day advance purchase and no extra charges for early check-in or extra baggage. **TICKET VOUCHER OR RECEIPTS ARE REQUIRED.**
- C. Taxicab, bus fare, rail fare or parking may be claimed. **RECEIPTS ARE REQUIRED.** No receipts are required for bridge tolls. Use of rental car must be authorized at the time of travel request approval.
- D. Mileage when using personal vehicle to attend conference: Documentation must be provided using start and end addresses, and deducting normal commute to work when traveling on a normal work day.

MISCELLANEOUS EXPENSES: Telephone or fax charges are allowable for the purpose of conducting district business. **RECEIPTS ARE REQUIRED.**

CLAIM FOR REIMBURSEMENT OF TRAVEL EXPENSE: A Travel Reimbursement Request must be submitted following the meeting/conference to claim reimbursement of out-of-pocket expenses.