

## PERSONAL ITEMS:

Personal items, personal phone calls, additional snacks, movies, and alcoholic beverages are **NOT** approved expenditures. Tips are not reimbursable. Family/Friends are **NOT** to travel in district vehicles unless on official District business.

## MILEAGE:

The current IRS approved mileage reimbursement rate is .565 (.56 eff 1-1-14) cents per mile calculated round trip from the worksite to the destination as the actual mileage (your home, if shorter). The District requires usage of a District vehicle for all out of town travel. When more than one individual is attending the same conference/workshop/meeting, all attendees must travel together in a district vehicle(s). The choice to travel in a personal vehicle when a District vehicle is available, will not be a reimbursable claim unless prior approval is obtained from Supervisor/Director.

## AUTHORIZATION:

Expense reimbursement claims **will NOT** be honored for trips made without prior authorization on the Request to Attend Form.

## PROCESS TIME:

Conference Attendance requests **must be approved** prior to Accounting issuing payment. Please allow at least **10 days** to process a payment. **Follow listed procedures**

## TIPS TO EXPEDITE PAYMENT

1. Note **Pre-registration deadline**
2. Indicate **program to be charged and account code number**
3. Indicate **if a check must be forwarded for hotel reservations**
4. Attach **proper back-up**
5. Get **appropriate approval(s)**
6. All **categorical funding must be approved by Authorized Administrator**
7. Indicate **if check is to be mailed or returned**

## EXPENSE REIMBURSEMENTS:

1. Attach all receipts (except meals) to your travel form. **NO COPIES ARE ACCEPTED.** All receipts **must be itemized** and include names of all parties making a claim, if applicable. Please do not use a highlighter, as it erases ink over time.
2. If conference is longer than 1 day, **separate receipts by day.**
3. Get **appropriate approval(s)**
4. Submit **Expense Claim form within 10 days of conference**

## PALO VERDE Unified School District

*“Improving Learning...Together”*



## Conference & Workshop Reimbursement Procedures



All travel and/or revisions/variations must be pre-approved by Supervisor/Director.

## REQUEST TO ATTEND WORKSHOP/IN-SERVICE/TRAINING

Use Request to Attend Conference Form to attend workshops, in-service trainings or other staff development activities.

### CONFERENCE/WORKSHOP REQUEST:

Submit a separate **request** for **each** employee attending a workshop. Be sure to submit requests **at least 20 days in advance to your supervisor for signature** to allow for processing time. **Paperwork submitted outside of the 20 day parameter to Business Services may be returned.**

### BACKUP:

Attach **backup** consisting of a brochure, flyer, confirmation letter, or some type of communication which includes date, location, cost, itinerary, vendor name, address, phone number and contact person.

### PAYEE INFORMATION:

Complete **All Information** on the Request to Attend Conference Form.

### SIGNATURES:

**Proper signatures** are required for processing. Remember, you cannot approve your own Conference and Travel Reimbursement Expense Claims. Signatures must include:

Immediate Supervisor, Categorical Administrator (if applicable), Superintendent, Director or designee (if applicable), and Business Services.

### AIR FARE:

Travel arrangements need to be made as soon as possible to allow enough time to process your requisition into a purchase order and receive a check. Book the flight and attach the confirmation/itinerary and costs to the Conference Attendance Form. The most economical airfare available, is to be utilized.



### HOTEL:

Affordable cost effective Lodging will be provided for distances greater than 170 miles (one way) with prior approval from Supervisor/Director. You can make the reservation yourself or through the site Secretary/Assistant. Whenever possible, the hotel registration should be paid by check processed from the Request to Attend Conference Form. Request that the check be mailed to the hotel or returned to you to so that you can take it to give to the hotel upon check-in. A District Cal-Card may be utilized to secure a hotel reservation, and when absolutely necessary, to pay for the reservation. You must obtain appropriate receipts.

## AFTER THE WORKSHOP/ IN-SERVICE/TRAINING/MEETING:

Original hotel receipts for lodging must be returned with the Request to Attend Conference Form for approval and processing through Business Services.

### CONFERENCE EXPENSE CLAIM:

Complete the entire Request to Attend Conference Form expense claim section. Obtain applicable signatures for approval and forward to Business Services within **10 days** of the conference/meeting. Paperwork submitted after the requested 10 day period may be subject to denial.

### ITEMIZED RECEIPTS:

Include **original itemized receipts** (each item and prices) for all expenses or other items to be reimbursed or paid for by the District that have been **pre-approved** on your original Request to Attend Conference Form. Up to 15% for tips (ie., taxi) will be reimbursed.

If workshop registration includes meal(s), attendee **will not** be reimbursed for meals outside of the conference itself. No Tips will be reimbursed for meals.

### DAILY MEAL ALLOWANCE:

*(no receipts required)*

Breakfast: \$ 8.00

Travel Begins prior to 6:00 am & terminates after 9:00 am

Lunch: \$12.00

Travel Begins prior to 11:00 am & terminates after 2:00 pm

Dinner: \$20.00

Travel Begins prior to 4:00 pm & terminates after 7:00 pm

**Total allowed per day \$40.00**