# Twain Harte - CONFERENCE/TRAVEL REQUEST & REIMBURSEMENT REQUEST FORM

STEP 1-PRE-TRIP: Complete ***section A***, attach conference information and/or schedule, and then submit to Superintendent for approval.
STEP 2-POST-TRIP REIMBURSEMENT REQUEST: Complete ***section B***, ***section C***, ***section D***, and then submit to District Office for auditing/reimbursement.

## SECTION A: GENERAL CONFERENCE INFO - COMPLETE EVERY FIELD

YOUR NAME ______________________________ BACKUP DOCUMENTS ATTACHED ☐

VENDOR NAME (who to pay for registration) ______________________________ REGISTRATION CHECK NEEDED ☐

NAME OF CONFERENCE ______________________________ LOCATION ______________

DEPARTURE DATE & TIME ______________________________ RETURN DATE & TIME ______________

CONF. DATES & TIMES ______________________________

APPROVAL OF SUPERVISOR / DEPT. HEAD ______________________________ DATE ______________

| SECTION A: ESTIMATES<br>PAID W/ TWAIN HARTE CREDIT CARD | | SECTION B: REIMBURSEMENT -- *INCLUDE ALL BACKUP DOCUMENTS<br>POST-TRIP | ACTUALS | REIMBURSMENT REQUESTED | BUSINESS DEPT ONLY AUDITING | REIMBURSMENT REQUESTED |
|---|---|---|---|---|---|---|
| ☐ | $ | *REGISTRATION FEE | $ | ☐ | $ | ☐ |
| | x $______ = $ | *MILEAGE @ IRS rate per mile | x $______ = $ | ☐ | $ | ☐ |
| ☐ | $ | *AIRFARE | $ | ☐ | $ | ☐ |
| ☐ | $ | *HOTEL | $ | ☐ | $ | ☐ |
| ☐ | $ | *PARKING | $ | ☐ | $ | ☐ |
| ☐ | $ | *UBER/TAXI (basic only) | $ | ☐ | $ | ☐ |
| ☐ | $ | *OTHER ______________ | $ | ☐ | $ | ☐ |
| | x $______ = $ | BREAKFASTS @ IRS per diem | x $______ = $ | ☐ | $ | ☐ |
| | x $______ = $ | LUNCHES @ IRS per diem | x $______ = $ | ☐ | $ | ☐ |
| | x $______ = $ | DINNERS @ IRS per diem | x $______ = $ | ☐ | $ | ☐ |
| | x $______ = $ | INCIDENTALS @ IRS per diem | x $______ = $ | ☐ | $ | ☐ |
| $ | | **TOTAL CONFERENCE COSTS** | $ | | $ | |

**REIMBURSEMENT AMOUNT:** $ ______________

* ***BACKUP DOCUMENTATION IS REQUIRED FOR REGISTRATION, MILEAGE, AIRFARE, HOTEL, PARKING, UBER/TAXI, AND OTHER.***

TRAVEL AND CONFERENCE EXPENSE SHALL BE IN ACCORDANCE WITH EDUCATION CODE 44032 AND 44033 AND BOARD POLICY 3350.
REIMBURSEMENT OF COSTS WILL BE IN ACCORDANCE WITH IRS REGULATIONS.

## SECTION C: REIMBURSEMENT REQUEST

THE ABOVE CLAIM IS A TRUE AND ACCURATE ACCOUNT OF EXPENDITURES FOR THE PERIOD INDICATED AND ALL REQUIRED RECEIPTS ARE ATTACHED, SIGNED:

EMPLOYEE SIGNATURE / DATE

## SECTION D: REIMBURSEMENT APPROVAL

SUPERINTENDENT OR DESIGNEE SIGNATURE / DATE

## SECTION E: BUSINESS DEPT. USE ONLY

ACCOUNT CODES: BUSINESS DEPT. APPROVAL ______________________ DATE ______________

REGISTRATION: VENDOR# ____________ AMOUNT ____________ DATE PAID ____________ REG. CHECK MAILED ______

EMPLOYEE REIMBURSEMENT: VENDOR# ____________ AMOUNT ____________ DATE PAID ______________

## Pre-Trip Instructions:

**Section A** – Participant should complete every field and submit to Superintendent for approval

- Your Name: name of the person attending the conference
- Vendor Name: name of the company to whom we will pay the registration fee
- Name of the Conference: title of the conference
- Location: the city name or enter "virtual" for an online training
- Departure Date and Time: the date and time you are leaving Twain Harte or your residence
- Return Date & Time: the date and time you will return to Twain Harte or your residence
- Conf. Dates & Times: the actual dates and times the conference will be in session
- Backup Documents to attach:
  - Conference Agenda (showing start and end times and dates)
  - Registration Fee Schedule and Remit Address
  - Preferred hotel information, including conference room blocks (if applicable)
  - Google maps showing planned mileage

**Section A Estimates** – This will be filled out before the trip, for the participant's information

- Mileage: use the IRS rate for the year the travel will take place
- Airfare: nonstop routes preferred, including baggage fees if applicable
  - Base Fare only
  - Cabin upgrades, seat choice fees, early check-in fees, etc. are not reimbursable
- Hotel: includes base room rate, parking, and all mandatory taxes and fees
  - Gratuity, incidentals, room service, add-ons etc. are not reimbursable
- Parking: economy lot only, upgrades are not reimbursable
- Uber/taxi: base fares only, upgrades are not reimbursable
- Meals: count any meals not available from the hotel (i.e. breakfast) or included with the conference
  - Reimbursable at the IRS rate, do not submit itemized receipts
- Use the grey boxes on the left to indicate which items will be pre-paid using a Twain Harte credit card

## Post Trip Instructions

**Section B Actual Costs** – This will be filled out after the trip, based on actual expenses incurred

- Attach all backup documentation collected during the trip:
  - Final hotel folio: ask for a print out and confirm charges were applied correctly to Twain Harte credit card before checking out
  - Parking receipts
  - Airfare/baggage fee receipts if paid at the airport
  - Final rental car and gas receipt (economy class only; insurance, prepaid gas, etc not reimbursable)
  - Uber or taxi receipts (base fares only; gratuity not reimbursable)
- Adjust meals claimed and other expenses incurred as necessary
- Use the grey boxes at the right to identify which expenses will be reimbursed to the participant

**Section C Reimbursement Request** – Participant signs and submits to collect reimbursement after travel

**Section D Reimbursement Approval** – Superintendent/designee signs to approve reimbursement

**Section E Business Dept** – District Office will audit and code expenses prior to reimbursement

# TWAIN HARTE SCHOOL DISTRICT

**Travel Expenses**
Business and Noninstructional Operations

---

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.

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 Board.

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, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, 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.

# TWAIN HARTE SCHOOL DISTRICT

**Travel Expenses**
Business and Noninstructional Operations

---

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.

The district will reimburse meal expenses on a per diem rate. See IRS Publication 1542 Per Diem Rates (For Travel Within the Continental United States) for per diem rate tables established by the U.S. General Services Administration for federal employees; these federal rates may serve as a guideline for district rates. According to the IRS, specified "high-cost localities" may be reimbursed at a higher rate.

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 California standard meal allowance for business-related travel prescribed for federal income tax purposes. (www.gsa.gov/travel/plan-book/per-diem-rates)

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. 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.

Adopted: 05/08/2019