

Tulare Joint Union High School District

Request for Reimbursement of Travel Expenses

Name: _____ Date: _____

Address: _____

City: _____ Zip: _____ Funding: _____

Conference Name: _____ Conference Location: _____

							For Office Use Only
Conference Dates:							
Meal Expenses:							
Breakfast							
Lunch							
Dinner							
Sub-Total for Meals:	\$	\$	\$	\$	\$	\$	
Other Expenses:							
Registration Fee							
Hotel							
Airline							
Books & Materials							
Parking Fee							
Mileage by Formula (attach receipts)	_____ miles / _____ m.p.g. x \$ _____ per gallon						
Mileage IRS Rate (no school car available)	_____ miles x \$ _____ (IRS Rate)						
Other:							
Grand Total:	\$	\$	\$	\$	\$	\$	

This claim must reflect only the actual out-of-pocket expenditures made, including tips (15% maximum). The **original itemized receipts** **MUST** be attached to this form. Original itemized receipts **and** Conference Registration Forms are **REQUIRED** for reimbursement of all expenditures. The maximum District meal allowance during travel is: Breakfast-\$10.00; Lunch-\$20.00; Dinner-\$40.00. A maximum of \$70.00 per day (including tip) is allowed for overnight travel.

I hereby certify that the above statement represents the actual and necessary expenses incurred in connection with my attendance at an authorized school business related function, that the meals were only for employees and no alcohol was purchased.

Signed: _____ Date: _____

Principal/Director Approval: _____ Date: _____

Assistant Superintendent Approval: _____ Date: _____

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FUND	RESOURCE	PY	GOAL	FUNCTION	OBJECT	SITE	TYPE	MGR	AMOUNT
									\$
									\$

DISTRICT TRAVEL & MEAL REIMBURSEMENT GUIDELINES

1. Original itemized receipts are required for all reimbursements. Each person in your group needs a separate meal receipt.
2. A copy of the registration form must be attached to the request for reimbursement. This form must include the dates and locations of the conference.
3. Meals will be reimbursed for actual costs only, and only up to the district's per meal, per day maximum. **NO** reimbursement will be made for alcohol purchases.
4. Tips are reimbursable up to 15% of the cost of the meal, but must be within the District's per meal, per day allowance.
5. When an employee indicates meals as part of conference registration the meals will be paid in full at the time of registration. The district will not pay for any spouse meals or extra conference activities.
6. When a meal is paid for as part of a conference fee, there will be no reimbursement for that meal. When the meal is part of a full-day conference, the other meals for that day will be reimbursed at the district's per day rate less the per meal allowance for that meal.
7. Meals involving non-employees (students, parents, or chaperones) require specific Board authorized approval, including articulated public purpose. Meals will be reimbursed for actual costs only, and only up to the district's per meal, per day maximum. Receipts and Registration Forms are required for reimbursement involving non-employees.
8. Meal reimbursement for less than a full day's conference, or for travel to or from a conference are subject to the district's per meal maximum, using the following guidelines:
 - Breakfast - Breakfast rate may be claimed for hours between midnight and 10:00 AM
 - Lunch - Lunch rate may be claimed for hours between 10:00 AM and 4:00 PM
 - Dinner - Dinner rate may be claimed for hours between 4:00PM and midnight
9. Reimbursement for two (2) meals is allowed if travel to an overnight conference takes five (5) hours or more.
10. District gasoline credit cards will be issued only to employees taking district vehicles on district approved trips. Car-pooling is encouraged when more than one person is attending the same function during the same time period.
11. Employees wishing to take their own vehicles on district approved trips, when a district vehicle is available will not be reimbursed for mileage.
12. Employees taking their own vehicles on District approved trips, when a district vehicle is **NOT** available will be reimbursed for mileage using the current IRS approved rate.
13. Receipts are required for parking. Parking will be reimbursed at the hotel's self-parking rate only. The district will pay for valet parking only if self-parking is **NOT** available.
14. All requests for Reimbursement must be signed by the Employee and submitted through the online system.
15. Only the Superintendent or the Assistant Superintendent may approve exceptions to the above.