



San Juan Unified School District Travel/Conference Approval & Expense Claim Form

Requests for approval must be submitted at least 15 days prior to date of travel.

PART A – REQUEST TO ATTEND CONFERENCE

VENDOR No. _____

Name:	Date:	ESTIMATED EXPENSES:	<input type="checkbox"/> No Expense
Assignment / Position:	Site:	Conference Registration Fee:	\$
Home Address:		<input type="checkbox"/> Revolving Cash <input type="checkbox"/> CAL Card <input type="checkbox"/> Personal Check	
Name of Conference:		Transportation:	\$
Place of Conference:		<input type="checkbox"/> Airfare <input type="checkbox"/> Taxi <input type="checkbox"/> Personal Vehicle	
Date(s) of Travel/Conference: From: _____ To: _____ Days: __		Hotel Expenses:	\$
Substitute Needed (applicant is responsible for arranging substitute(s))		Meals:	\$
<input type="checkbox"/> Yes <input type="checkbox"/> No No. of Days: _____		Other Authorized Expenses:	\$
SIGNATURES:	District Employee Signature:	Total Estimated Expenses Approved:	\$
	Immediate Supervisor Signature:	Date:	
	Director Signature:	Date:	
	Superintendent or Designee Signature (out of state):	Date:	
		Cash Advance: <input type="checkbox"/> Yes <input type="checkbox"/> No	\$
		Amount Requested:	
		FUNDING SOURCES/BUDGET CODES:	
		Enter budget code below:	

PART B – STATEMENT OF TRAVEL AND EXPENSE

All payments made by Cal-Card must be noted in Cal-Card column			Itemized Expenses Paid by District Employee						
	ITEM (List by day & date – e.g. Mon 1/12)	Cal-Card	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
NO RECEIPT REQUIRED	Taxi, Bus, Airport Limo, Tolls								
	Telephone (business calls only)								
	Personal Car Miles @ current rate								
	Maximum Meal Daily Amt. \$35.00								
	Breakfast \$7.00								
	Lunch \$10.00								
Dinner \$18.00									
ORIGINAL RECEIPTS REQUIRED	Gasoline (if mileage is not claimed above)								
	Parking								
	Car rental								
	Lodging: Hotel, etc.								
	Convention registration fees								
	Transportation								
	Other-Itemized (attach sheet if necessary)								
	Daily Totals			\$	\$	\$	\$	\$	\$
TOTAL ITEMIZED EXPENSES FOR ENTIRE CLAIM								\$	
Direct Payments made by the District:									
Registration	\$	Lodging	\$	To the best of my knowledge, the above is an accurate accounting of my incurred expenses for the above district related activity. Signature of District Employee _____ Date _____					
Transportation	\$	Other	\$						
Amount of travel advance received <i>(Attach copy of "Request for Revolving Fund Check")</i>	\$	Signature of Immediate Supervisor _____				Date _____			

SAN JUAN UNIFIED SCHOOL DISTRICT
INSTRUCTIONS FOR COMPLETING
TRAVEL/CONFERENCE APPROVAL & EXPENSE CLAIM
REQUESTS FOR APPROVAL MUST BE SUBMITTED AT LEAST 15 DAYS PRIOR TO DATE OF TRAVEL

Cal-Card - Only record charges. DO NOT ATTACH RECEIPTS. Information is only used to show total cost of travel to program manager/administrator.

Please be sure you are using the correct form. This form is used to record travel on district business when: (1) there will be reimbursement directly to the employee for expenses other than mileage and parking; or (2) the travel is to a destination more than 50 miles one way from the district office. Use the Mileage Reimbursement form for travel within 50 miles of the district office if no expenses except mileage and parking will be claimed. The upper section is your request to your responsible administrator for the required prior approval to attend the conference or meeting. The lower section provides for an itemization and/or reimbursement of expenses incurred.

PART A. REQUEST TO ATTEND CONFERENCE.

Incomplete and inaccurate information can delay the processing of your claim.

1. Please print your name and address. Use your name as it is shown on district employee records. Do not use nicknames. Include the city and zip code. Indicate your title or position with the district (principal, teacher, etc.)
2. Estimate the maximum costs of the trip (airline tickets, car rental, carfare, meals, etc.)
3. Attach meeting agenda or a copy of the brochure.
4. Employee submitting request must sign and route to immediate supervisor for approval.
5. In-state requests are to be submitted through administrative channels to the director for approval.
6. Out-of-state requests are to be submitted through administrative channels to the director and then to the superintendent or designee for approval.
7. After itemization of expenses, the employee signs certifying that the expenses incurred are correct as listed. (As an alternate to the procedure, the department head or secretary may verify employee signature for the final claim.)
8. Requests that involve expense reimbursement must be approved and coded by the administrator whose budget is to be charged. Signature of immediate supervisor is also required after expenses have been itemized.

PART B. – STATEMENT OF TRAVEL AND EXPENSE

1. Indicate both the day of the week and the date (Mon., 1/12). Dates shown here must be in agreement with those on the conference brochure and those shown under “Dates of Travel/Conference” in Part A.
2. A daily maximum of \$35 is allowed for meal expenses. No receipts are required by the District. However, the employee may wish to keep receipts in case of a tax audit. See travel form for meal limits.
3. Lodging: Reimbursement for lodging is allowed for San Juan Unified School District employees only. If you are sharing lodging expenses with another employee of the district, indicate the name of that employee, but list only your own expenses. Show single room rate, unless shared and you paid for another district employee.
4. If employee has personally made advance payment or deposit for lodging, an original receipt for that portion of the lodging is required.
5. If an employee receives a travel advance in his/her name for one or more other district employees, the employee receiving the travel advance is responsible for submitting the expense claims as a single claim. Copies of the other district employees’ completed Travel/Conference Approval and Expense Claim Forms must be attached as supporting documentation.
6. Transportation Purchased by Self: The cost of the transportation is shown here if you have purchased your own airline tickets, bus tickets, etc.
7. Any required receipts must be original and attached to the form. This includes itemized hotel bills, conference registration receipts, and airline, railroad or bus tickets, etc.
8. If charges are made to the non-district employee’s personal account via credit cards or personal check, an acceptable original receipt is still required, e.g., hotel bill, credit card charge slip, airline ticket, canceled check, etc.

DIRECT PAYMENTS MADE BY THE DISTRICT

1. If you have received a check from the District General Accounting Department as an advance or for payment directly to an organization for registration fees, to a travel agency for transportation, or to a hotel/motel for lodging, etc., these payments are to be shown in this section. Amounts shown here are NOT to be included in the “Total Itemized Expenses” figure. The combined totals of direct payments and itemized expenses (Part B) must not exceed the maximum costs listed in Part A.
2. Travel advances must be cleared within 10 business days of an individual returning from a trip with a completed Travel/Conference Approval and Expense Claim Form furnished to the Fiscal Services Department. If the travel advance exceeds the amount of actual travel expenses, a check for the difference must accompany the Travel/Conference Approval and Expense Claim Form.

OTHER:

1. Reimbursement for alcoholic beverages, in-room movies, and other personal services are not allowed.
2. Travel advances will be limited to actual expenses per day. It is expected expenses will be kept within reasonable limits. (Board Policy 4133)
3. Allowable expenses will be hotel, meals, registration fees for conferences, bridge tolls, etc. (Board Policy 4133)
4. Travel will be by the most reasonable means available taking into consideration requirements for reimbursement for meals and lodging and non-district employee time devoted to travel at the expense of performance of other duties. The District will reimburse up to the cost of the least expensive mode of transportation.