

SUBJECT: EMPLOYEE TRAVEL**Guidelines for Use of Travel Conference Request and Reimbursement Forms**

The Travel Conference Request Forms are only to be used by District employees. If there are no expenses to be paid by district, the Travel Conference Request requires only the approval of the Building Principal. The Superintendent/Building Principal approves those Travel Conference Requests which have reimbursable employee expense greater than one hundred dollars (\$100).

The Building Principal may impose restriction to the Travel Conference Request, such as "time only"; meaning the employee has personally incurred all costs of the conference.

The procedures for completing a Travel Conference Request are as follows:

- a) Complete all form information.
- b) Under District Prepaid or Billed, "list only those expenses that will be paid using a District purchase order.
- c) Under "To Be Reimbursed," list only those expenses that will be paid by the employee.
- d) For regular local monthly meetings which have a meeting fee (\$50 or less), costs can be claimed on the Mileage Report Reimbursement Request. Specific divisions may have additional requirements.
- e) Superintendent/Building Principal's approval is required.

The procedures for completing a Travel Conference Reimbursement Form are as follows:

- a) All appropriate original receipts must be attached. Reimbursements will be approved if copies of receipts are used. In circumstances where a personal check or credit card is used, a copy of the check front and back or credit card statement will be acceptable.
- b) Only one employee can submit for reimbursement per receipt.
- c) Proper types of receipts include:
 1. Store register tapes showing the store name, description/date need to accompany a brief description justifying purchase.
 2. Invoices with company letterhead listing the employee as the purchaser and stamped paid in full.

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3. Copy of front and back of canceled check along with order form or registration form.
 4. Itemized hotel bills are required. A credit card receipt is not sufficient.
 5. Entertainment costs will not be reimbursed.
 6. If a meal receipt includes more than one meal that is being reimbursed; a list of the people included and the district name/organization is required.
- d) Only mileage and meal limits, per established rates for employee travel, do not require receipts.
 - e) Other expenses could include, but are not limited to, work related telephone costs and conference materials.
 - f) Superintendent/Building Principal's approval is required.

Guidelines for Use of Mileage Report Reimbursement Request

Mileage Report Reimbursement Request is to be used for employees only.

The procedures for completing a Mileage Report Reimbursement Request are as follows:

- a) No mileage is allowed between your home and your regularly assigned location.
- b) Mileage from home to a work assignment for job related activities after normal working hours is reimbursable.
- c) If you travel directly from home to a location other than your regularly assigned location, you must deduct the miles from your home to your regularly assigned location.
- d) Original receipts are required when submitting for Parking, Tolls & Other. If you use "EZ Pass," submit your monthly statement with the appropriate charges.