

INSTRUCTIONS FOR PREPARATION OF TRAVEL REIMBURSEMENT FORM

The Travel Reimbursement Form should be submitted upon completion of travel along with required receipts. Failure to complete the Travel Reimbursement Form in a timely manner may prevent the employee from receiving further travel advances.

Meals

Expenses for meals will be reimbursed at rates of \$6 for breakfast, \$8 for lunch and \$16 for dinner, including tips. The District does not allow reimbursement for alcoholic beverages. If meals are included in the registration fee or air travel, they should not be claimed. The total meal allowance shall be paid for each complete 24 hours of travel. For fractional parts of the day, which do not require overnight travel, the appropriate meal allowance shall be reimbursed. Such reimbursement shall consider the time of departure and return:

Breakfast:	Departure before 6:30 a.m.
Lunch:	Departure before 12 noon or return after 1:00 p.m.
Dinner:	Return after 7:30 p.m.

If the conference activity for meal cost is a separate stated fee, such as a banquet or lunch, the actual cost of the meal may be claimed.

Registration

If registration was advanced to the organization, no receipt is required. If the employee prepaid the registration, a receipt is necessary for reimbursement. Individual membership dues will not be paid by the District if specifically stated as a separate fee, except as authorized in Board policy.

Lodging

Lodging shall not exceed single conference rates. An original itemized receipt is required for reimbursement. Personal phone calls will not be reimbursed. If the call(s) are for business, so indicate on the receipt. If the traveler is able to use discount airfare by traveling a day earlier or a day later than the meeting, and if the airfare saving is equal to or greater than the cost of an additional day's lodging and meals, then reimbursement will be made for the additional cost.

Transportation

Air travel purchased on a purchase order or district credit card will be billed directly to the district. A travel itinerary and a passenger receipt ticket are required as proof of travel. If the air travel was prepaid by the employee, a travel itinerary and a passenger receipt ticket are both required for reimbursement.

Mileage will be reimbursed at the Board-approved rate. Mileage reimbursement may not exceed round trip coach airfare. Employee will be reimbursed for mileage to and from Sacramento airport for actual mileage not to exceed 75 miles. If airport limo service is used, the allowable charge may not exceed mileage to and from airport plus parking fees.

Car rental charges should have prior approval (see travel advance). An itemized receipt is required for reimbursement.

Other Expenses

Parking expenses, taxi/bus/shuttle fare all require a receipt to receive reimbursement, otherwise no reimbursement will be made.