



**MURRIETA VALLEY**  
UNIFIED SCHOOL DISTRICT

## Out-of-State Conference & Workshop Travel Authorization Form

*Requires Board Approval in Advance*

### I. Employee Information

Name:

Department/Site:

### II. Purpose

Justification for Conference/Workshop – *Please describe how this conference/workshop directly relates to your current position and what the benefits are of attending.*

### III. Conference/Workshop Information

Event Name:

Location:

Date(s):

Total No. of Days of Travel:

### IV. Proposed Travel Expenses

*In accordance with District Board Policy 3350, Board approval is required for out-of-state travel. Please check all anticipated travel expenses listed below and provide an estimate for each item. Copies of event flyers and estimated expenses are required to be submitted to the secretary/bookkeeper for processing.*

Item	Description	Estimated Cost	Funding Line
Conference/Workshop			
Airfare			
Mileage – Reference current IRS rates			
Lodging			
Substitute – Ged Ed Rate: \$200/day			
Substitute – Special Ed Rate: \$246.10/day			
Rental Car			
Transportation Services (Uber, Lyft, Taxi)			
Meal & Incidental Allowance			
Parking			
Other			
Other			
Other			
Total Estimated Cost:	\$		

### V. Approvals

Employee:

Title	Print Name	Signature	Date
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Site/Department Administrator:

Title	Print Name	Signature	Date
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DSC Administrator:

Title	Print Name	Signature	Date
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For LCAP, Title IV, CTEIG, Educator Effectiveness grants and other grants request approval from Ed Services Accounting Specialist.

Additional Program Approval:

Title:	Print Name	Signature	Date
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DATE OF BOARD APPROVAL: \_\_\_\_\_

## Out-of-State Travel Request - Approval Routing

### LEGEND

**Attendee:**

Person planning to attend workshop/conference

**Site/Department Designee:**

Site secretary, department secretary, or bookkeeper responsible for travel requests.

**Site/Department Administrator:**

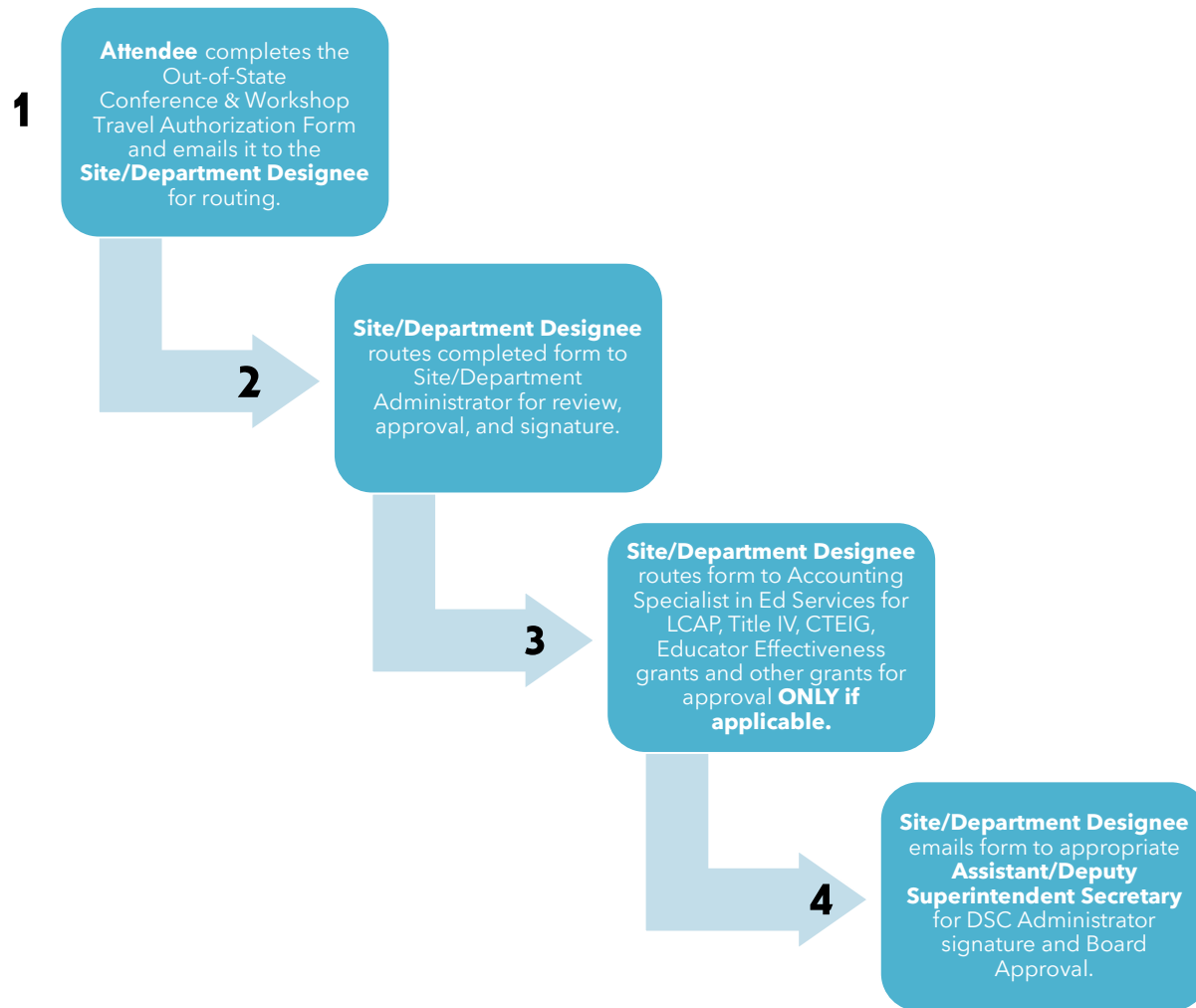
Principal, Director, Executive Director, Department Head

**Assistant/Deputy Superintendent Secretary:**

Assistant Superintendent Secretary of Ed Services, Assistant Superintendent Secretary of HR, Deputy Superintendent Secretary

**DSC Administrator:**

Assistant Superintendent of Ed Services, Assistant Superintendent of HR, Deputy Superintendent, Superintendent



**TRAVEL REIMBURSEMENT**

The Governing Board recognizes that district employees may incur expenses while 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, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities more than 15%, 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)

## **TRAVEL REIMBURSEMENT** (continued)

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.

In the case where there is an option to travel either by plane or personal vehicle, the district shall reimburse either the mileage or the cost of the airfare, whichever is less.

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 Superintendent or designee shall establish a per diem allowance for meal costs incurred while traveling on district business. The per diem allowance shall not exceed the standard meal allowance for business-related travel prescribed for federal income tax purposes.

The per diem allowance shall be equal to the U.S. General Services Administration (GSA) Meals & Incidentals breakdown based on the Primary Destination of Los Angeles.

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. District credit cards used for travel expenses are subject to the established per diem requirements set forth above. If purchases relating to the authorized travel are made by the employee that exceed the per diem allowance, the employee shall reimburse the district for the total amount exceeding the per diem allowance.

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.

**TRAVEL REIMBURSEMENT** (continued)

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.

**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State**

Ed. Code 42634  
Ed. Code 44016  
Ed. Code 44032  
Ed. Code 44033  
Ed. Code 44802

**Description**

Itemization of expenses  
Travel expense to employment interview  
Travel expense payment  
Automobile allowance  
Student teacher's travel expense

**Management Resources**

Internal Revenue Service Publication

**Description**

Per Diem Rates (For Travel Within the Continental United States), Publication 1542  
CSBA District and County Office of Education Legal Services  
U.S. General Services Administration, Per Diem Rates  
Internal Revenue Service

Website  
Website  
Website

**Code**

1220  
2121  
2230  
3100  
3110  
3230  
3300  
4131  
4231  
4331  
6159.3  
9150  
9250  
9250-E PDF(1)  
6159.3

**Description**

Citizen Advisory Committees  
Superintendent's Contract  
Representative And Deliberative Groups  
Budget  
Transfer Of Funds  
Federal Grant Funds  
Expenditures And Purchases  
Staff Development  
Staff Development  
Staff Development  
Appointment Of Surrogate Parent For Special Education Students  
Student Board Members  
Remuneration, Reimbursement And Other Benefits  
Remuneration, Reimbursement And Other Benefits  
Appointment Of Surrogate Parent For Special Education Students

Policy  
adopted: January 9, 1991  
revised: March 9, 2006  
revised: November 10, 2022

**MURRIETA VALLEY USD**  
Murrieta, California