

SUBSISTENCE AND TRAVEL CLAIM

Date

Instructions:

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| <ol style="list-style-type: none"> 1. Claims must be submitted within 30 days following the end date of travel or date of event. 2. Request form must be completed in full to receive reimbursement. 3. Enter expenses on date incurred. 4. "No Show" charges may not be claimed. | <ol style="list-style-type: none"> 5. Attach all original receipts and registration and flyer to this request form. 6.* Original receipts required. 7. Submit all paperwork to the site secretary or bookkeeper to process. 8. For further information, refer to related Policy and Procedures. |
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NAME	SITE

Requisition No.	REGISTRATION	Purchase Order No.
Name of Event:		Date(s) of Event:
City		State Zip
Address:		
Date of Leaving:	Hour am pm	Hour am pm Method of Transportation:
Method of Transportation Other:		

EXPENDITURES										
ITEM	Date	#	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
			* Meals	Breakfast	1					
	Lunch									
	Dinner									
* Lodging		2								
Plane fare (attach ticket stubs)		3								
* Taxi, bus, shuttle, ferry, car rental		4								
* Parking		5								
* Tolls		6								
* Telephone and telegraph, fax		7								
Baggage handling		8								
* Registration		9								
Car allowance (requires prior approval in lieu of air fare)		10								
Other (specify)		11								
TOTAL		\$								\$ -

Explanation of items 6, 7, 8, 10:

APPROVED

Employee's Signature:	Date
Program Mgr./Principal/Department Head Signature:	Date

Fund	Location	Program	Object

TRAVEL & CONFERENCE

All Travel & Conference, using the 5200 object code, needs written approval from your Assistant Superintendent of Education Services or Senior Cabinet prior to inputting your requisition.

- Object code 5200 is for **employee** conferences or travel related expenses.
- Object code 5800 is for **student** related admission fees, participation fees, field trips, and any other student off-campus activities requiring payment to a vendor.

Please review your SACS Manual for detailed descriptions of each object code.

Since several vendors do not accept purchase orders as a form of payment, please make sure that you specify in the external notes that a check must be sent in order to hold the registration.

- **Travel Reimbursements:** *Car rental, hotel, meals, airfare, transportation, parking, tolls, registration, etc...*

Meal reimbursements *These amounts include the tax and tip. Tips are not to exceed 15%. Reimbursement amount may not be combined to make a larger dollar amount for a meal.

\$10 Breakfast

\$15 Lunch

\$25 Dinner

**Alcohol is not reimbursable.

On Requisition: Conference/event name, date, location, name of attendee

Back Up:

- Original Receipts Only: For a hotel, we need the hotel portfolio "hotel receipt" with the following information on it: Your name as the guest, credit card used for payment showing the last 4 digits of the card number with your name as the card holder, a zero balance owed showing the charges were paid in full. If the portfolio doesn't show your credit card information, attach a copy of your credit card statement showing the charge. If you have lost the portfolio, you can contact the hotel for a copy. (Please make sure to black out the credit card number except the last 4 digits).
- Copy of the flyer and registration form for the event, showing the date attended & where the location of the event.
- Completed original Subsistence & Travel Claim Form with all approval signatures.
- Approved requisition in Galaxy.
- Assistant Superintendent of Education Services approval email.
- *See claim form and AR4133 (a), (b) & (c) for more detail.

TRAVEL REIMBURSEMENT

Reimbursement for Travel, Conference, Convention or Meeting Expenses

Staff members shall be reimbursed for actual and necessary expenses which are incurred as a result of assignment on official business. Such reimbursement for expenses incurred must be within limits set by law and the adopted policies of the Governing Board. All travel reimbursement expenses, except mileage, must be submitted on the District's Subsistence and Travel Claim Form. All mileage must be submitted on the District's Reimbursable Mileage for Use of Private Vehicle Form.

Out-of-District

1. Time out of the District should be the shortest possible to complete conference or approved activity.
2. Reasonable expenses may be claimed in accordance with established rules and regulations for authorized activities.
3. Advance conference registration may be paid by the District when authorized. Reimbursement to the District for nonattendance due to personal reasons is the responsibility of the employee.
4. Claims for reimbursement shall be submitted for approval no later than 30 days following the conclusion of the activity. Claims received after 30 days may be denied at the Superintendent or designee's discretion.

In-District

1. Reasonable expenses including mileage reimbursement may be claimed in accordance with established rules and regulations for authorized activities within the District.
2. The cost of meals in connection with authorized activities within the District may be claimed.
3. Claims for reimbursement are to be submitted for approval no later than 30 days following the conclusion of the activity.

TRAVEL REIMBURSEMENT (continued)**Promotional Items Received from Official Travel**

Transportation for official business shall not be arranged on a carrier solely to obtain points, free tickets, or any other amenities or gifts. Officers and employees may not retain any benefit gained even in part from official travel. Officers and employees shall be required to account for gifts, gratuities, or other benefits received from private sources such as airlines, car rental agencies, or other public carriers. Promotional materials such as bonus flights, reduced fare coupons, cash, merchandise, gifts, or credits toward free or reduced costs of goods or services received in connection with official travel and based upon ticket purchases or rental car costs shall be returned to the District.

Free upgrade to first class, executive club membership and check cashing privileges which could be used only by the officer or employee may be retained and shall not be turned over to the District. Unsolicited promotional materials of nominal intrinsic value (pens, pencils, note pads, calendars, etc.) may be retained by the officer or employee.

Reimbursement Regulations

It is expected that only actual and necessary costs will be reimbursed.

1. Meal Allowance

It is expected that actual and necessary cost of meals will be claimed. Actual itemized receipts are required for any meals claimed. Maximum meal cost reimbursements are deemed to be not more than those outlined below. Meals claimed for reimbursements may not contain charges for alcoholic beverages.

The maximum per meal reimbursement rates, including sales tax and up to a 15% tip, are as follows:

Breakfast	\$ 10.00
Lunch	15.00
Dinner	25.00

Meals associated with special events such as banquets, luncheon meetings, or programs that exceed maximum meal allowance must be claimed with an actual receipt. Meals included as part of the registration fee or meals provided while in flight are not reimbursable as separate items. If the employee elects to have a meal outside of the registration provisions, the cost will be the responsibility of the employee and is not reimbursable.

TRAVEL REIMBURSEMENT (continued)

1. Lodging

Actual expense for lodging is reimbursed with an itemized hotel bill. Personal credit card receipts or canceled checks are not acceptable. Where alternatives are available, expenses are expected to be reasonable. Expenses attributed to a spouse/guest are not reimbursable by the District.

2. Plane Fare

Airline tickets should be of least cost. The airline ticket receipt must be attached to claim.

- a. Car Allowance: Reimbursement is per mileage allowance or in lieu of airfare, whichever is less.
- b. Car Rental: Car rental must be reasonable and have prior approval. Car rental reservations may be made by the person traveling. Receipts shall be attached to claim.
- c. Taxi, Hotel Bus, Limousine: Receipts are required and shall be attached to claim.
- d. Car Storage Parking: Receipts are required for charges and shall be attached to claim.
- e. Public Transit, Ferry, Bridges: Receipts are required for fares or tolls and shall be attached to claim.

3. Telephone, Telegram and Fax

Telephone, telegram and Fax expenses must be itemized. Receipts are required for charges and shall be attached to claim.

4. Registration

Receipts are required. Amounts on the claim will be verified against the receipts.

5. Reimbursable Mileage for Use of Private Vehicles

The per-mile reimbursable rate will be set by IRS Rules and Regulations.

Driver and vehicle utilized shall be appropriately insured and licensed. Employee/Volunteer Personal Vehicle Use Form shall be completed and kept on file with the District.

6. Business Services will be the custodian of the District credit card.

Regulation
approved: January 9, 1991
revised: March 9, 2006

MURRIETA VALLEY USD
Murrieta, California