

**SHORELINE UNIFIED SCHOOL DISTRICT**

P.O BOX 198

TOMALES, CALIFORNIA 94971-0198

**CONFERENCE REIMBURSEMENT REQUEST**

Name \_\_\_\_\_ Month \_\_\_\_\_

I hereby request reimbursement from the Shoreline Unified School District for the pre-approved expenditures listed below for the \_\_\_\_\_

Conference I attended in the city of \_\_\_\_\_ on the following dates: \_\_\_\_\_. Original invoices are attached to substantiate each item.

DATE	LODGING	MEALS	TOTAL

Total Lodging/Meals \$ \_\_\_\_\_

Mileage \_\_\_\_\_ miles @ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Expenses

Describe: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Conference Expense \$ \_\_\_\_\_

Advance Received \$ ( \_\_\_\_\_ )

Reimbursement Requested \$ \_\_\_\_\_

Owed to District \$ \_\_\_\_\_

Signed: \_\_\_\_\_

Approved: \_\_\_\_\_  
Principal or Director**BUDGET CODING**

FUND	RES	YR	OBJECT	SUB OB	GOAL	FUNC	SCHL	DD1	DD2
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**Job Related Expenses**

Reimbursement of expenses incurred by nature of the position or travel to conferences, workshops, or other activities shall occur only if prior approval has been obtained from the Superintendent or his or her designee to participate in such activities and incur expenses.

The following procedure shall be followed:

1. Submit conference/workshop/in-service training request for approval.
2. Upon completion of the activity, file, with the accounting department, a request for reimbursement.

**Rules and Regulations Governing Travel Expenses**

1. Prior approval of the District Superintendent is required for all travel outside of the District where reimbursement for such travel is requested. Request form is to be submitted to the site principal and then the Superintendent. One copy will be returned indicating approval or disapproval.
2. Only actual and necessary travel expenses (Ed. Code 44032, 44033) shall be allowed.
3. No personal expense shall be claimed, including tips.
4. Receipts shall be submitted for:
  - a) All commercial lodging
  - b) Conference registration
  - c) Parking
  - d) Car rental

**Travel Allowances**

1. Reimbursement for meals which constitute an official part of a convention, conference, or similar meeting will be allowed for the full amount.
  2. Maximum reimbursement allowances for meals in transit are computed as follows:

Breakfast	\$ 5.50	Dinner	17.50
Lunch	9.50		
  3. If an employee is attending a conference not planned or arranged by his agency and meals and lodging are an official part of the meeting, actual expenses may be claimed. Paid vouchers are required for such expenses.
  4. Whenever a private car is taken and air fare is claimed in lieu of mileage, the lowest round-trip fare may be taken including parking charges, and the equivalent of round-trip mileage to and from the airport.
  5. Mileage claimed for use of private car on official business will be reimbursed at current state/federal level.
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