

**Plumas Lake Elementary School District
Business Services
Conference and Travel Reservation Request**

The employee is responsible for obtaining his/her transportation, unless air travel is necessary. (Contact the Purchasing Department for assistance)

All "out-of-state" meetings, conferences, or convention requests are required to have prior Board of Trustees approval.

Airline Travel Reservations

Business Services can provide Southwest Airlines reservations through the District credit card. Please provide the day of departure and return. A preferred time of departure and arrival is also helpful. However, it may not always be possible to obtain the preferred times.

For authorization to the above transactions, Business Services requires a signed conference approval form and the conference registration materials **before** the credit card transaction is made.

Hotel/Motel Reservations

Lodging may be paid for by purchase order when acceptable by the motel or hotel, or paid for by the individual and reimbursed through the Conference and Travel Expenses Reimbursement form. Business Services can also make hotel reservations with the District credit card. For authorization to use the District credit card, please fax or mail a signed conference approval form and the conference registration materials to Liz Bruner. Out-of-state hotel reservations will need the Superintendent's signature. The reservation is usually only a confirmed (not paid) reservation. Upon request of the traveler, the District will authorize payment of hotel reservation but it is not guaranteed as we cannot control the hotel's procedures, always have a backup method of payment.

Please provide a day of arrival and departure for the reservation and the hotel's telephone number and address.

Notes

A request to make travel arrangements should be done well in advance (at least 10 working days) to assure that there is adequate time to make the necessary inquiries to all parties. In order to avoid any delays, please be sure to attach the proper back-up documents, i.e. conference registration. We will do our best to assure that all arrangements go smoothly, however we are not a travel agency.

Administrators, please note Business Services is only confirming reservations for the employee. You are responsible for determining sufficient funds are budgeted to cover all conference costs.

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Conference and Travel Expenses Reimbursements**

For travel and reimbursable expenses to be paid or reimbursed, they must be properly accounted for on a Conference and Travel Expenses Reimbursement form, with the business purpose stated and proper supervisory approvals obtained.

Conference Expense Claims:

Upon completion of conference attendance, the employee must submit a Conference and Travel Expenses Reimbursement form. **Original itemized receipts** for lodging, registration, meals, public transportation, and miscellaneous expenses must be attached to the form. Itemized credit card receipts for meals must be included or will not be reimbursed. A copy of the registration form (or an agenda) indicating “who” attended, place and dates, and the name of the conference must accompany the claim form. The claim requires the employee and administrator’s signatures. *The Administrator will verify all expenses and sign the claim form authorizing reimbursement.* If the Administrator attended the conference, their immediate supervisor must sign for reimbursement of their expenses. Checks will be held if appropriate documentation is not included.

It is District policy to pay only ACTUAL expenses. Accordingly all employees should claim only actual expenditures. When questions arise in regard to expense claims, the Superintendent or his designee shall make the final determination.

Meals

For meals that are not paid for as part of a conference registration, the amounts will be according to District approved limits and supported by original detailed receipts. The actual costs of meals should be claimed but not exceed these limits. Special banquet meals, which are a part of a conference program but exceed these limits, are allowable if approved by the administrator responsible for the budget and supported by valid receipts. Reimbursement for meals not paid for as part of a conference registration will not exceed the following amounts: \$15.00 for breakfast; \$20.00 for lunch; and \$30.00 for dinner. **No alcohol will be reimbursed.**

Lodging reimbursement

Expense reimbursement for lodging must be verified by an original itemized room receipt from the motel or hotel. If the receipt is not marked “PAID” or indicate \$.00 balance, a copy of the employee’s “cancelled” check or charge card receipt is required to show payment. “Quick Checkout” slips are not admissible for reimbursement. The District will not reimburse for lodging of a non-employee guest.

Transportation

Actual cost may be paid for all forms of public transportation supported by appropriate documentation. Private vehicles may be used and reimbursement for mileage expenses may be paid at the IRS rate per mile. It is District policy to pay the actual travel expense for whichever mode of travel is least expensive. District vehicles may be available. Employees are required to have a current DMV printout (H6) on file with the Transportation Department. Please contact the Transportation Department to check on availability.

If you drive your personal automobile while on school business and you are involved in an accident, your own liability insurance policy applies. The mileage reimbursement paid by the District covers all operating expenses on your automobile including, but not limited to insurance, gas, oil, maintenance, etc. State law requires that automobile owners meet a minimum financial responsibility. This requirement is met by proving automobile liability insurance. If you do not carry automobile liability insurance, you should immediately notify the superintendent/principal and you should not use your automobile for District business until you have met the minimum requirements.

Miscellaneous reimbursement

Taxi fares and parking fees may be reimbursed supported by original receipts.

Inappropriate Expenditure Reimbursement

- Expenses for activities that are not required by the conference.
- Expenses for spouses, dependents, friends, and employees of other outside agencies.
- Additional lodging expense for spouse or other person not employed by the District or required to attend the conference.
- Personal phone calls, movies
- Liquor, gift cards, flowers

Conference and travel expenses must be submitted within 60 days of occurrence.