

# Yolo County Office of Education

## TRAVEL / CONFERENCE APPROVAL & REIMBURSEMENT REQUEST

**Purpose: To obtain approval PRIOR to completing conference registration and travel arrangements.  
This form is also used to request reimbursement for actual travel/conference costs.**

1. Please submit this completed form with associated requisitions and all appropriate backup documentation to your Administrator for approval at least **20 days prior to conference start date or conference registration deadline, whichever is sooner.**
2. Upon approval, supervisor will submit to Internal Business for processing of purchase orders (POs).
3. POs will be released and sent to supervisor with approved Travel & Conference form.
4. Registration and travel arrangements should only be made AFTER receiving Supervisor approval and purchase orders.

\*\*\*\*\*See the back page for detailed instructions on the Travel & Conference reimbursement process.\*\*\*\*\*

<b>Attendee Name:</b>		<b>Depart Date:</b>	
<b>Conference Title:</b>		<b>Return Date:</b>	
<b>Conference Location:</b> <i>Out of State travel requires Superintendent approval</i>		<b>Purpose for Attending:</b>	
<b>STEP 1: COMPLETE BEFORE TRAVEL/CONFERENCE TO OBTAIN PRE-APPROVAL</b>			<b>STEP 2: COMPLETE UPON RETURN FOR REIMBURSEMENT</b>
<b>ASSOCIATED TRAVEL &amp; CONFERENCE COSTS</b>	<b>PURCHASE ORDER #</b>	<b>PRE-APPROVED EXPENSES</b>	<b>ACTUAL EMPLOYEE EXPENSES</b> <small>(Not including vendor payments)</small>
<b>Conference Registration</b> <i>Required backup: Conference flyer/registration form</i>		\$	\$
<b>Lodging</b> for _____ days @ \$ _____ /day <i>Required backup: Lodging estimate/quote</i>		\$	\$
<b>*Airfare/ Rail</b> <i>Required backup: Airfare/ Rail estimate/quote</i>		\$	\$
<b>Mileage:</b> \$0. _____ x _____ = <small>(IRS Rate) (total est. miles)</small>		\$	\$
<b>*Vehicle Rental (economy)</b> <i>Required Backup: Vehicle Rental estimate/quote</i>		\$	\$
<b>*Parking/ Bridge Toll</b>		\$	\$
<b>*Ride Service</b>		\$	\$
<b>Meals: Not Provided at Conference/Lodging</b> See meal per diem guidelines    Breakfast: \$15.00 Per diem includes tax & tip        Lunch:     \$18.00 <b>NO RECEIPTS REQUIRED</b> Dinner:    \$29.00 Maximum daily per diem:     \$62.00		\$	\$
<b>TOTAL EXPENSES:</b>		\$	\$
<b>CASH ADVANCE REQUESTED</b> <i>Must be requested 2 weeks prior to travel</i>		\$	-    \$
<b>REIMBURSEMENT RECONCILIATION: Total Actual Employee Expenses – Cash Advance =</b> <i>(Positive amount is owed to employee; negative amount is due from employee)</i>			\$
<b>ACCOUNT LINES:</b>			\$
			\$

**STEP 1: PRE-APPROVAL SIGNATURES**

Attendee Signature	Date
Supervisor Pre-Approval	Date
Internal Business Services Review	Date

**STEP 2: REIMBURSEMENT APPROVAL SIGNATURES**

Attendee Signature	Date
Supervisor Reimbursement Approval	Date
Internal Business Services Review	Date

Please see Travel & Conference Policy SP 4133.00 for full Travel & Conference details

**TRAVEL & CONFERENCE PROCEDURES**  
**What to do before you travel or attend conference**

- Pre-approval request form is required BEFORE attending conference.
- Requisitions for travel expenditures with required backup must be submitted with pre-approval.
- Cash advances for meal per diems and out of pocket expenses must be submitted 2 weeks in advance.
- 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.

**TRAVEL & CONFERENCE REIMBURSEMENT PROCESS**  
**What to do after your travel/conference**

WITHIN 10 DAYS OF RETURN, attendees must submit expense claims using the Travel/Conference Approval & Reimbursement Request to their supervisor for review. Supervisor will forward to Internal Business Services for processing.

**ITEMIZED RECEIPTS ARE REQUIRED FOR ALL REIMBURSEMENT REQUESTS.**

Bank/credit card statements ARE NOT acceptable in lieu of receipts.

- ❖ **TRANSPORTATION REIMBURSEMENT:** The most economical mode of transportation should be used.
  - Mileage: Reimbursement will be at the current IRS approved mileage rate. In the case of exceedingly long trips where airfare would be more economical, employee will be reimbursed for the actual cost of tourist class airfare rather than mileage.
  - Vehicle Rental: When it is necessary to rent a vehicle, the appropriate sized vehicle (without upgrades) should be rented based on number of attendees being transported.

**MEAL PER DIEMS: receipts are not required**

Per Diem rates include tax/tip. Cash advance/reimbursement may not exceed the approved per diem rates.

- Please use the following rates to calculate an advance for allowable meals:
    - Breakfast        \$15.00
    - Lunch            \$18.00
    - Dinner            \$29.00
- Maximum daily per diem        \$62.00

**First day of travel**

Trip requires travel to begin at or before 7 a.m.  
Trip requires travel to begin at or before 11 a.m.  
Trip requires travel to begin at or before 5 p.m.

Breakfast may be claimed  
Lunch may be claimed  
Dinner may be claimed

**Last day of travel**

Travel begins at or before 7 a.m.  
Travel begins at or before 11 a.m. and ends after 2 p.m.  
Travel begins at or before 5 p.m. and ends after 7 p.m.

Breakfast may be claimed  
Lunch may be claimed  
Dinner may be claimed

**No travel/conference meals shall be charged to YCOE credit cards.**

Accounts Payable will verify that the itemized receipts align with the original pre-approval request. If there are discrepancies, Accounts Payable will contact supervisor or attendee to clarify.

- Upon verification, the Reimbursement Request will be processed for payment. If there are any adjustments made to the reimbursement request amount, a copy of the form (with noted adjustments) will be attached to the payment and sent to the employee.