

PERSONAL ITEMS:

Personal items, personal phone calls, movies, and alcoholic beverages are **NOT** approved expenditures. Tips in excess of 15% are not reimbursable. Non-District employees are **NOT** to travel in district vehicles unless on official District business.

2025 MILEAGE:

The current IRS approved mileage reimbursement rate is .70 cents per mile (effective 1-1-25) calculated round trip from the worksite to the destination as the actual mileage (**when starting point is closer to the destination use the actual starting point**). Use of a District vehicle, **if available** is a requirement for out-of-town travel. When more than one individual is attending the same conference; attendees must make carpool arrangements to minimize the cost to the district. **Mileage claims must be submitted 10 days following the end of each calendar month in which use of own vehicle occurred.**

AUTHORIZATION:

Expense claims **will NOT** be processed for travel made without prior authorization on the Conference Request form.

PROCESS TIME:

Conference Requests **must be approved** 30 prior to attending. Allow **10 days** to process a payment. **Please follow the listed procedures to eliminate unnecessary delays!**

Conference Requests for Travel Out of State

All out of State travel **must be board approved prior to any payments being processed**. Please use the **“Conference Request Out of State”** form on School Stream and follow the same process, except you must include the date of the board meeting when the CVUSD Board approved the travel request.

Conference & Reimbursements Staff
Contact Information

Fiscal Services Technician

760-848-1069

Employee Conference Requests & Reimbursement Procedures



“College! Career! Citizenship!”

Attending a Conference, Meeting, Workshop, In-Service or Training?

TIPS TO EXPEDITE PAYMENT

1. Note **Pre-registration deadline**.
2. Gather all information to scan and upload to the request form on School Stream. Register for the conference and include confirmation information, and conference/training/meeting brochure or flyer with date, location, costs, schedule, vendor name, address, and all contact information. Indicate that check will be mailed to pay for registration.
3. Submit a Conference Request on School Stream with all required fields complete **at least 20 days prior to the conference registration deadline** for travel in California.
Attach all documentation mentioned in #2 to request form. *Submitter will receive Email notifications throughout the approval process, as well as a final approval notification.*
4. Indicate *if payment is to be advanced or if payment was processed with other method of payment (i.e. credit card) for conference/hotel reservations.*
5. Include Mileage, Parking and Misc. expenses for out of town conferences (i.e. baggage fees, public transportation).

Airfare:

Travel arrangements need to be made as soon as possible to allow enough time to process your requisition into a purchase order and receive a check. Book the flight and attach the confirmation/itinerary and costs to the Conference Request Form. The most economical airfare available, is to be utilized.



Hotel:

Affordable lodging will be allowed if the destination is more than fifty (50) miles from the assigned worksite or home, whichever is closer **and** for more than one day, or if conference begins before 8 am. The person traveling is responsible for making all travel arrangements. The hotel reservation can be made and requested to be paid in advance on the conference request form. ***Please follow up with the Hotel prior to traveling, to ensure your lodging is paid in full before your arrival.***

Getting Reimbursed after the Workshop/ In-service/Training/Meeting:

Upon return and **no later than 30 days after attending a conference/training/meeting**, submit a **Conference Request-Expense Claim** form on School Stream and attach expense receipts for approval by your supervisor and payment processing by Fiscal Services staff.

ITEMIZED RECEIPTS:

Include **scans of legible itemized receipts** (each item and prices clearly identifiable) for all expenses or other items to be reimbursed or paid for by the District. Only items that have been **pre-approved** on your original Conference Request form will be reimbursed. Up to **15% for tips** (i.e., taxi, meals) will be reimbursed.

If workshop registration includes meal(s), attendee **will not** be reimbursed for meals outside of the conference itself.

DAILY MEAL ALLOWANCE:

Breakfast: \$ 15.00

Eligible if travel begins prior to 7:00 am

Lunch: \$20.00

Eligible if ending time/distance will not permit employee to return to district prior to 1:00 pm

Dinner: \$30.00

Eligible if ending time/distance will not permit employee to return to district prior to 6:00 pm

Total daily reimbursable - \$65.00 (including tips)