

## TRAVEL EXPENSE CLAIM

### SUBMIT AFTER RETURN FROM TRAVEL

Travel and conference expense in accordance with California Education Codes, Sections 44032-44033  
Reimbursement of costs are to be in accordance with Board Policy 3350

Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Travel Destination: \_\_\_\_\_

Travel Date(s): \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

#### Registration: Was there a registration fee?

Did you register yourself? **Attach Receipt**  
Did the District process the registration?

	Y	N
Did you register yourself?	<input type="checkbox"/>	<input type="checkbox"/>
Did the District process the registration?	<input type="checkbox"/>	<input type="checkbox"/>

Actual Cost: \_\_\_\_\_

#### Transportation:

District vehicle?   
Private vehicle?

Miles round trip \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
*Attach Google Map Directions*

Actual Cost: \_\_\_\_\_

#### Lodging: Did you stay overnight? **Attach Receipt**

Did you make reservations yourself?  
Did you request District to send Purchase Order or Pre-Payment?

	Y	N
Did you make reservations yourself?	<input type="checkbox"/>	<input type="checkbox"/>
Did you request District to send Purchase Order or Pre-Payment?	<input type="checkbox"/>	<input type="checkbox"/>

Actual Cost: \_\_\_\_\_

#### Meal Reimbursement: **Attach Itemized Receipts**

Meal and Incidental Allowance is for overnight travel only per IRS regulations and AR 3350 (a)  
Reimbursement: Breakfast \$16, Lunch \$17, Dinner \$28, Incidentals \$5 for a daily total not to exceed \$66 (effective 10/1/19-9/30/20)

Actual Cost: \_\_\_\_\_

#### Miscellaneous: **Attach Receipts**

Parking? \_\_\_\_\_ Tolls? \_\_\_\_\_ Taxi? \_\_\_\_\_  
Other? \_\_\_\_\_ Describe: \_\_\_\_\_

Actual Cost: \_\_\_\_\_

TOTAL TRAVEL COST: \_\_\_\_\_

LESS Prepaid Expenses: \_\_\_\_\_

NET REIMBURSEMENT CLAIM:

\_\_\_\_\_  
Claimant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Administrator / Supervisor Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
CBO Approval for Payment

\_\_\_\_\_  
Date

Account Number: \_\_\_\_\_