



CENTRAL UNIFIED SCHOOL DISTRICT

4605 North Polk Avenue • Fresno, CA 93722

Phone: (559) 274-4700 • Fax: (559) 271-8200

CONFERENCE TRAVEL REIMBURSEMENT POLICY

(Effective June 1, 2015-updated January 1, 2016)

Prior to travel employee must submit a completed and approved Travel Requisition form along with conference flyer, "Advance Prepay" requisitions for conference registration and hotel and a "Specific" requisition for mileage and meal reimbursement to the Purchasing Department. (Mileage and meals are no longer paid prior to the conference workshop.) To obtain your mileage and meal per diem reimbursement, complete this form, sign and date verifying your attendance, attach form along with your hotel folio to the Purchase Order and send to Accounts Payable. (NOTE: Hotel lodging can still be paid in advance; however, hotel folio must be attached to the PO listed below.)

I certify my attendance to the _____ conference as stated in the attached PO # _____ and am requesting reimbursement for the following:

_____ MILEAGE @ .54 cents per mile (copy of map-quest attached) Total Mileage

Reimbursement \$ _____ MEALS not provided by the conference: _____ (Record date and appropriate dollar amount per meal) Per Diem paid at the following rates:

\$ 9.00 Breakfast if travel begins on or before 7:00 am

\$12.00 Lunch if travel begins on or before 11:00 am, or ends on or after 11:00 am

\$22.00 Dinner if travel begins on or before 7:00 pm, or ends on or after 7:00 pm.

_____ Date \$ _____ Breakfast \$ _____ Lunch \$ _____ Dinner

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_____ Date \$ _____ Breakfast \$ _____ Lunch \$ _____ Dinner

TOTAL REIMBURSEMENT \$ _____

Employee Signature

Supervisor Signature

DATE

DATE

NOTE: Board approval is required for all out-of-state conferences for attendees seeking reimbursement.