



TO: All CVUSD Employees
FROM: Susan R. Tucker, Director, Fiscal Services
RE: Travel Reimbursement Claims
DATE: September 17, 2020

Reimbursements shall be for travel and conference related expenses only. All other purchases require a purchase order prior to purchase. Reimbursement must be pre-approved and follow the below requirements. Even though travel this year is non-existent or limited, the following information is a reiteration of existing District procedures:

- 1) For travel/hotel related expenses:
 - a. A copy of the conference registration form and itinerary/agenda which includes start and end dates
 - b. Proof of attendance, i.e. copy of a name badge or certificate of completion, etc.
 - c. Flight itinerary, copy of ticket, or printout listing time of flights. **Note: the District will only reimburse for the most economical travel method feasible.** (i.e. if you travel by car and a coach plane ticket was more economical, you will only be reimbursed for the amount equal to the cost of the coach flight).
 - d. Itemized Hotel Invoice
 - e. Parking/Shuttle/Taxi receipts
 - f. A completed Travel and Conference Reimbursement Request form (CVUSD 91-10007)
- 2) For meal reimbursement:
 - a. An itemized receipt is REQUIRED for ALL meals (i.e. Hamburger, Fries and Milkshake)
 - b. Meals will not be reimbursed if they are provided as part of the conference fee
 - c. Alcohol will not be reimbursed
 - d. Maximum reimbursable amount (including 15% gratuity) is:
Breakfast: \$14.95 Lunch: \$20.13 Dinner: \$28.18

Travel related reimbursement requests must be received in Fiscal Services per the following schedule:

<u>Expenses Incurred</u>	<u>Supervisor</u>	<u>Fiscal Services</u>
July 1 – September 30	October 5	October 15
October 1 – December 31	January 5	January 15
January 1 – March 31	April 5	April 15
April 1 – June 30	July 5	July 15

It is best to turn in your travel reimbursement request as soon as possible upon your return to ensure timely processing and reimbursement. Reimbursement claims received after the above deadlines will not be processed.

Thank you.