

## PERSONAL ITEMS:

Personal items, personal phone calls, movies, and alcoholic beverages are **NOT** approved expenditures. Tips in excess of 15% are not reimbursable.

## 2021 MILEAGE:

The current IRS approved mileage reimbursement rate is **.56 cents per mile** (effective 1-1-21) 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. In no event shall mileage allowance be approved that exceeds the cost of coach fare and car transportation or rental. **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

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## 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 for approval on School Stream **at least 20 days prior to the conference registration deadline** for travel in California. Attach all documentation mentioned in #2 to request form. *Approval path is as follows:*
  - A. Program Compliance
  - B. Supervisor
  - C. Budget Approval
  - D. Superintendent/Designee

*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. Standard airline baggage fees will be paid for travel over 2 days, fees for overweight limit are not reimbursable, limit to carry on if travel is (2) days or less.



## Hotel:

Affordable lodging will be allowed if 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. **Detailed receipts will be required.** 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**

**Lunch:            \$20.00**

**Dinner:           \$30.00**

**Total daily reimbursable - \$65.00 (including tips)**