



**TO:** All CVUSD Employees  
**FROM:** Susan R. Tucker, Director, Fiscal Services  
**RE:** Travel Reimbursement Claims  
**DATE:** June 14<sup>th</sup>, 2022

Reimbursements shall be for travel and conference related expenses only. All other purchases require a **vendor** purchase order prior to purchase. Reimbursements must be pre-approved and follow the below requirements:

- 1) Travel/hotel related expenses:
  - a. Airfare, hotel, car reservations should be made through the CalTravel store (contact Purchasing for assistance).
  - b. Copy of the conference registration form and itinerary/agenda which includes start and end dates.
  - c. Proof of attendance, i.e., copy of a name badge or certificate of completion, etc.
  - d. 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).
  - e. Itemized Hotel Invoice
  - f. Parking/Shuttle/Taxi receipts
  - g. Completed Travel and Conference Reimbursement Request form
  
- 2) Meal reimbursement:
  - a. 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. Meals are reimbursed **ONLY** for the district employee
  - e. Meal rates for breakfast, lunch, and dinner may exceed their individual limits if the total does not exceed the daily meals & incidentals expense (M&IE) rate limit. Current daily M&IE rate is \$74 (GSA 10/21 - 9/22).
  - f. Taxes and gratuity (tips) are included in the M&IE rate.
  - g. Expense rate for the first and last calendar day of travel is calculated at 75% of the M&IE rates.
  - h. Incidental expenses mean fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. Incidental expenses do not include laundry, cleaning and pressing of clothing, lodging taxes, costs of telegrams or telephone calls, transportation between places of lodging or business and places where meals are taken, or the mailing cost of filing travel vouchers and paying employer-sponsored charge card billings.

**Breakfast: \$17.00    Lunch: \$18.00                      Dinner: \$34.00**

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

<b>Expenses Incurred</b>	<b>Supervisor</b>	<b>Fiscal Services*</b>
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

Requisitions are considered received in Fiscal Services on time if the following criteria is met:

- Direct payment requisition is submitted in Escape.
- Requisition is approved by **ALL** approvers noted on the “Approvals” tab.
- Attached support documentation is accurate and complete.

Fiscal Services recommends submitting reimbursements as soon as possible to ensure approvals are granted in Escape and any issues with supporting documents can be resolved prior to the deadline.

**\*Reimbursement claims received after the above deadline will not be processed.**