



CONEJO VALLEY UNIFIED SCHOOL DISTRICT

CONFERENCE or TRAVEL REIMBURSEMENT REQUEST

NAME _____ LOCATION and/or POSITION _____

Requests for reimbursements hereby made for travel, with expenses paid by the Conejo Valley Unified School District, for attendance at the following conference.

NAME OF ORGANIZATION _____ PLACE _____

PURPOSE OF MEETING _____ DATES _____

DATE OF THIS REQUEST _____ METHOD OF TRAVEL _____

ADDITIONAL COMMENTS _____

ITINERARY

DATE	TIME	(LEAVE) CITY	DATE	TIME	(ARRIVE) CITY

CLAIM

RECEIPTS REQUIRED ON ALL EXPENDITURES EXCEPT MILEAGE

ITEMS	DATE (s)						ITEM TOTALS
BREAKFAST - \$17/daily rate							
LUNCH - \$18/daily rate							
DINNER - \$34/daily rate							
TAXICAB, AIRPORT, LIMOUSINE, ETC.							
HOTEL, MOTEL, ETC.							
CONVENTION REGISTRATION FEES							
TRANSPORTATION – AIRPLANE, TRAIN, ETC.							
INCIDENTAL - \$5/daily rate							
	DAILY TOTALS						
	TOTAL MILES		RATE		MILES		
	TOTAL CLAIM						

Notes

- 1) Meal rates for breakfast, lunch, and dinner may exceed their individual limits so long as in total they do not exceed the daily meals & incidentals expense (M&IE) rate limit. Current daily M&IE rate is \$74 (GSA 10/21 - 9/22). **See Employee Reimbursement Claims Memo for all reimbursement requirements.**
- 2) Taxes and gratuity (tips) are included within the M&IE rates.
- 3) The expense rate for the first and last calendar day of travel is calculated at 75% of the M&IE rates.
- 4) Incidental expenses means fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. Incidental expenses do not include expenses for 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.

SIGNATURE _____ *

REQUESTER

SIGNATURE _____ *

SITE OR DEPT. MANAGER

APPROVED _____

DIRECTOR OF FISCAL SERVICES

ACCOUNT NO. _____

(FND-OBJT-RSRC-Y-GOAL-FUNC-LOC-MGT-OPTL-B)

*PLEASE ENSURE BOTH REQUIRED SIGNATURE FIELDS HAVE BEEN DIGITALLY COMPLETED BY THE REQUESTER AND APPROVER.