

MT. DIABLO UNIFIED SCHOOL DISTRICT  
 CONFERENCE EXPENSE CLAIM  
 See reverse side for instructions and additional information

*Please submit within 10 days  
 after expense has been incurred.*

Name \_\_\_\_\_ Date \_\_\_\_\_ Site \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ District Position \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_ Name of Conference/Workshop/Meeting (in full) \_\_\_\_\_  
 If car was used, list passengers: \_\_\_\_\_  
 \_\_\_\_\_  
 Location \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

District car used?  Yes  No

Dates	Auto Mileage	Rate	Amount	Air, Rail, Bus Fare*	Meals*	Lodging*	Registration*	Miscellaneous*	TOTAL EXPENSES
					B L D				
					B L D				
					B L D				
					B L D				
					B L D				
<b>TOTALS</b>									\$ _____

This is to certify that the above-designated expenses represent actual and necessary traveling expenses incurred while on authorized district business.

Signature \_\_\_\_\_

Amount

Expenditure Code \_\_\_\_\_

Expenditure Code \_\_\_\_\_

Expenditure Code \_\_\_\_\_

**\*ITEMIZED Receipts MUST be attached. Canceled checks are not acceptable.**

**Maximum Amount Allowed** \$ \_\_\_\_\_  
**Less:** Registration fee (P.O. # \_\_\_\_\_  
 Or Name on Cal Card Charged \_\_\_\_\_) \$ \_\_\_\_\_  
**Less:** Advance (Rev. Cash Check # or Hand-  
 Drawn Check # \_\_\_\_\_) \$ \_\_\_\_\_  
 Amount Due Traveler \$ \_\_\_\_\_  
 or  
 Amount Due District \$ \_\_\_\_\_

Approved \_\_\_\_\_  
 Principal / Director / Supervisor

Approved \_\_\_\_\_  
 Superintendent / Assistant Superintendent  
 (Do not use signature stamps)

# INSTRUCTIONS FOR CONFERENCE EXPENSE CLAIM

1. The *Authorization for Absence of Certificated/Classified Personnel* form must be approved by the appropriate administrator **BEFORE** conference attendance.
2. Let the appropriate administrator know **IN ADVANCE** if for any reason you will be unable to attend the conference so an alternate may have an opportunity to attend.
3. If you have any questions concerning your request for conference attendance, call the office of the administrator who authorized your attendance.
4. Please submit your Expense Claim **WITHIN 10 DAYS OF YOUR RETURN** to the office of the administrator who authorized your attendance and reimbursement. (Keep a copy for your files.)
5. If a report has been requested, submit it with your Expense Claim.
6. Be sure to indicate "Maximum Amount Allowed" for the conference.

## EXPENSE CLAIM INFORMATION

1. **EXPENSE CLAIMS CANNOT BE HONORED UNLESS ITEMIZED RECEIPTS ARE ATTACHED.**
2. **ITEMS NOT REIMBURSABLE** include:
  - Service and handling charges
  - Air travel insurance
  - Membership dues
  - Registration fees for credit courses
  - Personal phone calls and personal services
  - Entertainment
  - Alcoholic beverages
3. Receipts are required for overnight accommodations (actual hotel bill), registration fees, bridge tolls, parking, car rental, and transportation other than local taxi and bus fares. Canceled checks **ARE NOT** acceptable in lieu of receipts.
4. Transportation: **Auto** - Mileage rate (for January 1, 2010 – December 31, 2010) is .50¢ per mile (total cannot exceed the lowest plane fare). **Plane**: Actual coach fare (tourist, economy, single class). **Train, Bus or Car**: Actual fare or cost **NOT IN EXCESS** of lowest transportation cost **BETWEEN HOME AND FINAL DESTINATION**. *Actual cost of airport bus or limousine service, and reasonable amounts for taxis, parking, and tolls may be included.*
5. Meal reimbursement is for the actual cost of each meal up to a maximum reimbursement of \$67.54 per day (2009-10 Fiscal Year). Meals should be listed separately on an **itemized receipt(s)**. Alcoholic beverages are not reimbursable items. Debit or credit card charge receipts are NOT ACCEPTABLE. A tip (not to exceed 15%) can be included in the price of the meal. The daily maximum is changed annually in conjunction with the U.S. Consumer Price Index.
6. Any cash advance received or purchase order issued for any payments authorized by the district **MUST BE INDICATED** on your Expense Claim.
7. If more than one district employee attends a conference in the same automobile, only one person may submit a claim for mileage reimbursement. (Please be sure to list passenger names.)