

# TRAVEL REIMBURSEMENT

## TRAVEL/HOTEL EXPENSES

1. COPY OF CONFERENCE REGISTRATION FORM AND ITINERARY/AGENDA INCLUDING START & END DATES
2. PROOF OF ATTENDANCE
3. FLIGHT ITINERARY, COPY OF TICKET OR PRINTOUT W. TIME OF FLIGHTS (REIMBURSEMENT FOR MOST ECONOMICAL TRAVEL METHOD FEASIBLE)
4. ITEMIZED HOTEL INVOICE
5. PARKING/SHUTTLE/TAXI RECEIPTS
6. A COMPLETED TRAVEL & CONFERENCE REIMBURSEMENT REQUEST FORM (CVUSD 91-10007)

**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 THESE REQUIREMENTS.\*\***

## MEAL REIMBURSEMENT

1. ITEMIZED RECEIPT IS REQUIRED FOR ALL MEALS
2. NO REIMBURSED MEALS IF PROVIDED AS PART OF CONFERENCE FEE
3. ALCOHOL WILL NOT BE REIMBURSED
4. MAXIMUM REIMBURSABLE AMOUNT (W. 15% GRATUITY)  
BREAKFAST: \$14.95 • LUNCH \$20.13 • DINNER \$28.18

TRAVEL RELATED REIMBURSEMENT REQUESTS MUST BE RECEIVED IN FISCAL SERVICES PER THE FOLLOWING SCHEDULE:

### EXPENSES INCURRED

JULY 1-SEPTEMBER 30  
OCTOBER 1- DECEMBER 31  
JANUARY 1- MARCH 31  
APRIL 1- JUNE 30

### SUPERVISOR

OCTOBER 5  
JANUARY 5  
APRIL 5  
JULY 5

### FISCAL SERVICES

OCTOBER 15  
JANUARY 15  
APRIL 15  
JULY 15

Reimbursement claims received after the deadlines will not be processed!

It is best to turn in your travel reimbursement request as soon as possible upon your return to ensure timely processing and reimbursement.