



**TRAVEL APPROVAL & MEAL PER DIEM REQUEST
(MUST BE SUBMITTED BEFORE CONFERENCE)**

NAME _____ SCHOOL SITE _____ DATE: _____

PURPOSE OF TRAVEL: (circle one) Workshop / Conference / Other (specify): _____

WORKSHOP/CONFERENCE NAME: _____

*Conference itinerary, schedule or brochure is required

TRANSPORTATION

Will you be using a district vehicle? Yes / No

If utilizing personal vehicle, was supervisor approval obtained? Yes / No

Estimated Mileage: _____ Airfare cost (if flying): \$ _____

DEPARTURE DATE _____ DEPARTURE TIME: _____

RETURN DATE _____ RETURN TIME: _____

CONFERENCE LOCATION: CITY: _____ COUNTY: _____

MEALS PER DIEM - ADVANCE REQUEST

Rate: (Circle one) TIER I / TIER II

*See Travel Guidance (page 3) for tier list

*Forms must be submitted to District Office 20 business days prior to departure date if payment is desired prior to conference.

MEALS (for meals on days of departure/arrival, refer to times on page 3)

	<u>Date</u>	<u>Circle Meals Requested</u>
<u>Day 1</u>		B L D
<u>Day 2</u>		B L D
<u>Day 3</u>		B L D
<u>Day 4</u>		B L D
<u>Day 5</u>		B L D

*Do not circle a meal if it will be provided at the conference. Please attach copy of conference brochure with this form.

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LODGING

Cost: \$ _____

How will lodging be booked and paid? (Refer to Travel Guidance (page 3) for allowable rates)

CHECK ONE:

<input type="checkbox"/>	Travel Agency (For groups over 3 or with supervisor approval)
<input type="checkbox"/>	District Prepayment to Hotel (Employee books hotel, district prepays prior to arrival)
<input type="checkbox"/>	Employee will pay room and be reimbursed after travel

- *Employees are strongly encouraged to confirm reservation prior to arrival.
- *Please submit requisition for lodging. Lodging cannot be paid if requisition is not submitted.
- *For prepayment option, hotel requisition must be submitted to District Office 20 business days prior to travel.

REGISTRATION FEES

Cost: \$ _____

- *Complete and attach requisition and brochure with this form.
- *Employee is responsible for ensuring that conference vendor receives PO.

EMPLOYEE SIGNATURE _____ **Date:** _____

For Office Use Only:

Funding Source/Account Number:

Supervisor Approval Date

Fund Verification (Business Office) Date

District Approval (As Needed) Date

TRAVEL GUIDANCE

See Board Policy, AR3350, for full policy on Travel Expenses.*

Tier I Counties: All Counties not included on Tier II List

Tier II Counties
Orange County
Los Angeles
Monterey
San Francisco
Alameda
Santa Clara
San Mateo
Marin
Napa
San Diego
Santa Barbara

<u>Time*</u>	<u>Per Diem-Tier I**</u>	<u>Per Diem-Tier II***</u>
<u>6:00 am - 10:59 am</u>	<u>\$11.00</u>	<u>\$13.00</u>
<u>11:00 am - 3:59 pm</u>	<u>\$14.00</u>	<u>\$17.00</u>
<u>4:00 pm - 9:00 pm</u>	<u>\$25.00</u>	<u>\$30.00</u>

Lodging- Board Policy

- Lodging: Lodging will be reimbursed at the per diem rate of \$175 per night and \$225 if in Southern California or coastal areas. Receipts are required.
- The maximum rate may be exceeded with prior Superintendent approval for conference hotels or based on extenuating circumstances.
- In the event an employee cannot attend a conference and said employee fails to cancel his/her reservation/ registration or secure an approved alternate, the employee will be responsible for reimbursing the district for any expenses incurred as a result of his/her absence. Under extenuating circumstances, this may be waived with Superintendent approval.

Mileage

A district vehicle or mileage reimbursement will be provided for approved travel in the following order:

- i. A district vehicle will be provided for travel when possible.
- ii. In the event that a district vehicle is not available,
 - a. Carpooling will be coordinated if there is more than one person traveling to the same location to ensure the least amount of trips
 - b. If an employee chooses to make other arrangements (i.e. take own vehicle instead of carpooling) that would incur additional expense to the district, employee will only be reimbursed up to mileage for one way.
 - c. If an employee is required to use his/her own vehicle, employee will be reimbursed for all miles driven for District business.

Mileage reimbursement for use of personal vehicles used for district related travel outside of the district boundaries will be paid at the current IRS rate per mile. Mileage is applied from the work site or from home, whichever is closer to the destination.

*THIS PAGE IS FOR YOUR REF & DOES NOT NEED TO BE SUBMITTED WITH YOUR TRAVEL REQUEST.