

Shasta County Office of Education

Conference Request, Advance and Travel Claim

Payments related to attending conferences shall be requested via the Conference Request, Advance and Travel Claim Form

Before Traveling: Complete Conference Request, Advance and Travel Claim form with the exception of the “Actual Costs” column and the “Claimant Signature”. Obtain appropriate approval signature(s).

Keep the approved Conference Request, Advance and Travel Claim form until the attendee(s) return. If advance payment is necessary, complete the “Requested Prepaid Expenses” section at the bottom of the form (page 2). Indicate the date the advance is needed, the payee, the amount and have the program manager initial. Send original form to Business Services for processing. Please allow 10 business days for processing of requested prepaid expenses. The original form will be returned with requested advances.

Authorized Signatures: Employee travel shall be authorized by the responsible program manager; program manager travel shall be authorized by their supervisor; out of state travel shall be authorized by the Superintendent; and travel abroad shall be authorized by the Board.

Per Diem: Per Diem is based on departure and return dates and time. Receipts for meals are not required.

Per Diem Rates:

Breakfast - \$8.00 - travel beginning before 7:00 am and lasting at least four hours

Lunch - \$12.00 - travel beginning before 11:00 am and lasting at least four hours

Dinner - \$25.00 - travel lasting at least four hours and ending after 7:00 pm

Meal per diems for activities that do NOT require an overnight stay, by IRS code, are considered taxable. These payments will be reported as taxable income on your W-2. Only travel that extends beyond 50 miles from assigned work location will qualify for meal per diem.

Registration fee: Registration fee shall be supported by document indicating fee to attend.

Lodging: Discounted room rates and applicable tax waivers shall be requested. Payment of lodging expenses may be prepaid upon request, but must be supported by an itemized receipt upon return.

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Transportation: Use of a common carrier is encouraged. When determining the transportation mode, the least amount of cost to the organization shall be foremost in consideration. Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement. Transportation for dining is not reimbursable unless there is a business need (i.e. meeting).

If an employee **requests** to utilize their personal vehicle **rather** than a SCOE provided vehicle, and the request is approved by their supervisor, the reimbursement will be for mileage one-way only.

When an employee is requested by their supervisor to precede directly to a work site, other than their primary work site, that is a greater distance than their typical commute, the incremental mileage difference may be claimed for reimbursement (i.e. distance to the airport or to pick up/drop off a rental car).

Employees who use their own vehicles to conduct business on behalf of the County Office shall maintain appropriate liability insurance. The employee's insurance will be considered the primary source in seeking a liability claim, and the County Office will assume, as a secondary source, any liability costs that exceed the employee's required insurance coverage.

After Traveling: Complete the "Actual Costs" column, attach itemized receipts/invoices (except for meals), sign and date on the "Claimant Signature" line and submit/return the original form to Business Services for processing. Travel claims must be received by Business Services within ten (10) days after the return date indicated. Actual costs exceeding prepaid expenses will be reimbursed upon receipt of travel claim with appropriate supporting documentation attached. Claims for which advance payments exceed the actual costs incurred must be accompanied with reimbursement to Shasta County Office of Education.

Timely submission of claims will be monitored by management. Any claims submitted in excess of 60 days from the original due date will not be reimbursed. Habitual filing of late claims by an employee is subject to disciplinary action.