

BISHOP UNIFIED SCHOOL DISTRICT EXPENSE REIMBURSEMENT FORM

Please Read Carefully and Follow District Travel Expense Reimbursement Program

Employee Name: _____

Travel Start Date & Time: _____ Travel End Date & Time: _____

Description of Travel: _____

DAILY EXPENSES FOR WEEK OF:

ITEM	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL
Breakfast								
Lunch								
Dinner								
Lodging								
Car Rental, Taxi, Bus								
Parking or Towing								
Tips								
Supplies								
Fingerprints								
CPR/First Aide								
CIF Training								
Other								

All reimbursements other than meals must be accompanied with itemized receipts.

TOTAL:

MILEAGE EXPENSES

Description:	AMOUNT
Mileage: _____	Total Actual Fuel Receipts > _____
(See Note Below & District Travel Policy)	15% of Actual Fuel Receipts > _____
NOTE: Personal Vehicle ~ Actual Fuel Receipts plus 15% School Vehicle ~ Actual Fuel Receipts	

TOTALS:

ALL TOTALS FROM ABOVE
MINUS ADVANCE
TOTAL DUE TO EMPLOYEE

Employee Signature

Principal or Supervisor Approval

CBO or Supt. Approval

I, the above employee, do certify that the expenses claimed on this form are actual and necessary expenses incurred as per Education Code Section 10811 and are in accordance with the rules and regulations established by the Bishop Unified School Board.

PLEASE READ CAREFULLY!**Bishop Unified School District
Short-Term Travel Expense Reimbursement Program****Conditions of Travel:**

Reimbursement shall not be made for meal and lodging expenses incurred within 75 miles of home or headquarters.

Itemized receipts are not required to be paid per diem for meals. Itemized receipts with proof of payment are required for each item of expense for street cars, ferry fares, bridge and road tolls, local transit, taxis, shuttles or hotel buses, and parking, business phone calls; all gas; and all lodging, regardless of the amount.

All travel and business expenses are to be incurred as a result of conducting official business and are subject to review or verification by the approval authority.

Short-Term Travel**Lodging Reimbursement Rates – In State**

Applicable when School business requires an overnight stay and the employee uses a good, moderately priced commercial lodging establishment (*hotel, motel, bed, and breakfast, or public campground*) that caters to the short-term traveler, and for day trips of less than 24 hrs.

Lodging Reimbursement – receipt required
Statewide, except as below: up to \$90.00 + tax

Napa, Riverside, Sacramento up to \$95.00 + tax

Los Angeles, Orange, Ventura up to \$120.00 + tax

San Diego & Monterey up to \$125.00 + tax

Alameda, San Mateo
and Santa Clara Counties: up to \$150.00 + tax

Note: Reservations should be made through the District Office. Should accommodations in this price range not be available, a variance may be granted on a case-by-case basis but will need District approval.

Meals (each 24 hr. period)

Breakfast:

\$12.00

Lunch:

\$15.00

Dinner

\$23.00

Note: Due to the inflated cost, room service meals will be reimbursed only up to the allowed limit per meal as stated above.

Timeframes (see limits regarding miles from home or headquarters)

First Day: Trip of more than 24 hours

Trip begins at or before 6am: may claim breakfast

Trip begins at or before 11am: may claim lunch

Trip begins at or before 5pm: may claim dinner

Fractional Day: After 24 hours of travel

Trip ends at or after 8am: may claim breakfast

Trip ends at or after 2pm: may claim lunch

Trip ends at or after 7pm: may claim dinner

Fractional Day: Trip of less than 24 hours

Trip must begin at or before 6am and end at or after 9am in order to claim breakfast.

Trip must begin at or before 4pm and end at or after 7pm in order to claim dinner.

Note: Full meals included in airfare, hotel, and conference fees, or otherwise provided may not also be claimed for reimbursement. The same meal may not be claimed more than once on any date. District will not reimburse charges for room service fees, mini-bar, alcohol, or tips over 20%.

Transportation

Reimbursement for transportation expenses will be only for the method of transportation that is in the best interest of the District, considering both direct expense and the employee's time.

Mileage Reimbursement Rates

The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

School Vehicle	Actual Fuel Receipts
Personal Automobile	Actual Fuel Receipts + 15%

(Trip starts will full tank paid for by employee. All gas purchased while away on trip and final fill-up upon arriving back in Bishop are the receipts that will be reimbursed. Ask if you are unsure.)

In the event gas receipts are not available, mileage can be claimed at the rate of \$0.20 per mile based on MapQuest mileage information.

Out-of-State Travel

Lodging w/receipt: actual expense (subject to department approval)
Meals/incidentals: same rates/requirements as in-state reimbursement.

Education Code:

44016	Travel Expenses
44032	Travel Expense Payment
44802	Student-Teacher Travel Expense

Please note, Employees are advised to keep itemized meal receipts for personal IRS Audits.

Policy Revised: 12/12/2022