

# Willits Unified School District

## TRAVEL REQUEST FORM (FOR OUT OF COUNTY, OUT OF STATE, CONFERENCE, OR NON-ROUTINE TRAVEL)

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Reason for Travel (attach flyer/agenda if possible): \_\_\_\_\_

Location: \_\_\_\_\_ Dates(include travel time): \_\_\_\_\_

(Please fill-in dollars amounts and/or check boxes as appropriate.)

Meals, Lodging, and Incidentals			Disbursement of Payment		
Per Diem	# of days	Total	75% Adv	Reimburse	PO (attach)
Meals/Incidental	=	\$			
<b>Lodging</b>					
Standard Lodging	=	\$			
High-Cost Lodging * (pre-authorization required)	=	\$			
<b>Transportation</b>					
Automobile: # of miles x (current rate of)	Per IRS	\$			
Air Fare		\$			\$
Car Rental/Taxi		\$			\$
Bridge Tolls/Parking		\$			\$
Registration Fee(s)		\$			\$
<b>TOTAL AMOUNT PROJECTED</b>		<b>\$</b>			

*I will return any cash advance not documented as required and/or authorize a deduction from my pay warrant.*

Employee Signature: \_\_\_\_\_

FD (###)	RS (###)	Y (#)	OB (###)	SCB (###)	GL (###)	PO (###)	DD (###)	%	Approved Estimate	Not To Exceed

I have reviewed the program budget. This travel is appropriate to the program and sufficient funds are available.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Approved/Denied

Director of Fiscal Services: \_\_\_\_\_ Date: \_\_\_\_\_ Approved/Denied

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_ Approved/Denied

**\*High-cost lodging must be pre-approved by the Superintendent or Director of Fiscal Services \***

Reason for high-cost allowance: \_\_\_\_\_

Superintendent/Designee: \_\_\_\_\_ Date: \_\_\_\_\_ Approved/Denied

Reason if denied: \_\_\_\_\_

(This signed form and agenda or conference flyer must be submitted with the Expense Claim form and original receipts (when required) when reimbursement is requested.)

# Willits Unified School District

Exhibit B (1)

## TRAVEL CLAIM

Form

Name \_\_\_\_\_

Department \_\_\_\_\_

Street Address \_\_\_\_\_

Immediate Supervisor's Approval \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Program Approval \_\_\_\_\_

DAILY TRAVEL EXPENSE FOR PERIOD:

From: \_\_\_\_\_ To: \_\_\_\_\_

Date	Destination:		Purpose	Total Miles	@ 56¢/Mile (eff. 1/1/2014)	Per Diem and Other Expenses	Line Total
	(Indicate "RT" if roundtrip) From	To					
<b>TOTALS</b>							

FD (#)	RS (#####)	Y (#)	OBJ (#####)	SCH (###)	GL (####)	FC (#####)	DD (###)	Amount

Side 1 – Daily Travel  
Side 2 – Conference Exp  
Side 2 – Other Exp  
**TOTAL CLAIM** \_\_\_\_\_

*I hereby certify that the above claim covers travel for official Willits USD business.*

**ITEMIZED CONFERENCE TRAVEL EXPENSES**

(To be completed for each event)

Event		Location (City)						
Date	Sunday /	Monday /	Tuesday /	Wednesday /	Thursday /	Friday /	Saturday /	Line Total
per diem								
<input type="checkbox"/> No Overnight Travel (disregard next chart)								
Lodging								
Mileage								
Air Fare								
Car Rental/Taxi								
Miscellaneous* (i.e. Tolls/Parking)								
Other*								
Other*								
<b>TOTALS</b>								

FD (##)	RS (###)	Y (#)	OBJ (###)	SCH (###)	GL (####)	FC (####)	DD (####)	Amount

*I certify that the total for meals claimed on this form does not exceed maximum allowed and is claimed in accordance with Travel Reimbursement Policy and Regulations.*

\_\_\_\_\_  
Claimant's Signature

\_\_\_\_\_  
Superintendent's or Designee's Signature

Exhibit adopted:  
Revised:

# Willits Unified School District

1277 Blosser Lane  
Willits, CA 95490  
(707)459-5314  
Facsimile (707)459-7862

Hotel/Motel Transient Occupancy Tax Waiver Exemption Claim for Government Agencies

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Employedby: \_\_\_\_\_

Hotel/Motel: \_\_\_\_\_

Location: \_\_\_\_\_

Arrival: \_\_\_\_\_

Departure: \_\_\_\_\_

This is to certify that I, the undersigned, am a representative or employee of the school district indicated above. The district is an agency of the state of California. The charges for the occupancy at the above establishment on the dates set forth have been, or will be, paid for by such governmental agency, and such charges are incurred in the performance of my official duties as a representative or employee of the above-noted governmental agency.

I hereby declare under penalty of perjury that the foregoing statements are true and correct.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**INSTRUCTIONS TO EMPLOYEE:** Please complete this form and present it to the hotel/motel at the time of registration or reservation, if prepaid.

**INSTRUCTIONS TO HOTEL/MOTEL:** Please retain this form for your files in order to substantiate your tax report.

The following was reported by School Services of California in the Fiscal Report Volume 22, No. 6, for Publication March 22, 2002:

### **How Do We Claim the Transient Occupancy Tax Exemption?**

**Q.** A few years back, School Services wrote a *Fiscal Report* article stating that school agencies are exempt from paying the transient occupancy tax (TOT) on hotel and motel bills. We are interested in pursuing this exemption to save our district some money, but we don't know how to claim it. When registering at a hotel for a conference recently, the hotel registration clerk said we needed some type of proof that we worked for a government agency before the hotel could waive the charge. What proof were they referring to, and what procedures should we follow in the future to avoid paying TOT?

**A.** When registering for a room, you need to provide the clerk with a completed and signed "Hotel/Motel Transient occupancy Tax Waiver Exemption Claim for Government Agency". By completing and signing the form, you certify that you are an official representative of a government agency that is paying for the accommodations. The hotel will keep the completed form on file to support its waiver of the tax.

TOT rates vary from city to city, and certain cities do not exempt local government employees from TOT, even when traveling on official business. A May 7, 1992, California Attorney General's opinion concludes that only by local city ordinance are governmental agencies exempt from paying TOT. For example, the cities of San Diego and Burlingame are among those that do not allow exemptions. Sacramento does allow the exemption, and the rate is 12% of the room rate. Exemption from the tax can add up to considerable savings for your school agency. Therefore, make certain all school employees use this form when registering for the overnight accommodations on official business.

## **Travel Expenses**

### **REIMBURSEMENT ALLOWANCES**

**Effective January 1, 2015**

All required travel will be reimbursed per Education Code 44032, 44033 in accordance with the policy rules listed below:

Per Internal Revenue Code 162 (a) (2):

In order for Meal allowance to be excluded from taxable wages, the travel must be temporary and substantially longer than an ordinary day's work, requiring an overnight stay or substantial sleep or rest.

#### **Non Overnight Meal Allowance Per Diem**

In-county meal per diem and/ or same day travel, with no overnight stay must be associated with a specific preapproved conference, meeting, in-service or other work-related assignment. An employee may collect up to the approved per diem for same day travel listed on the United States General Services Administration Website, CONUS, by using the charts located on <http://www.gsa.gov/portal/category/100120> and <http://www.gsa.gov/portal/content/101518>. These charts are updated online annually.

If employees are unsure how to calculate this, they shall ask for assistance from the Fiscal Services Department for clarification.

#### **Overnight Travel-Statewide**

For procedural consistency and equity, the following procedures will be used:

The starting time for the preapproved conference and the distance to the conference:

- Start time is 9:00 a.m. or earlier and the driving time is 3 hours or more, hotel accommodations are appropriate.

Employees may collect up to the allowable per diem rates listed on CONUS without submitting receipts for preapproved travel. (<http://www.gsa.gov/portal/category/100120>) Employees are forbidden from purchasing alcohol with per diem allowances. Alcohol purchases must be purchased on a separate receipt. Original, itemized receipts are required for bridge tolls, airline, taxi, bus, auto rental, and parking fees over \$5.

#### **Lodging**

Allowed per diem for lodging can be found on the CONUS website (<http://www.gsa.gov/portal/category/100120>) by location.

This amount should be noted on the Travel Request Form, and on the Travel Claim Form. A printed page from CONUS may be used as back up for the request and claim form. A copy of the preapproved Travel Request Form must accompany Travel Claim Forms.

The government rate and A Tax Waiver Exemption Claim Form for government agencies shall be requested and used when (<http://www.gsa.gov/portal/category/100120>) securing a room and checking in. An employee may request an additional allowance for lodging in high cost areas from the Superintendent or designee. Prior written approval from the director of fiscal services is required for reimbursement for over limit lodging.

### **Mileage Reimbursement**

Private Vehicle - per IRS current rate

Report actual mileage traveled. Purpose for travel must be explained on the travel claim form. Home to work mileage is not allowable. Travel claims for reimbursement for required routine daily travel should be submitted monthly and must be reviewed and approved by the site administrator.

### **Other General Regulations**

Receipts are required for commercial travel: i.e. airline, train, bus, auto rental, parking fees. All non-routine travel (conference, meetings, and workshops) must have prior approval from site administrator.

No travel claims will be paid which are submitted more than 30 days after the expenditure occurrence without the approval of the Superintendent or designee.

Regulation WILLITS UNIFIED SCHOOL DISTRICT  
Approved: December 17, 2014 Willits, California  
Revised: December 17, 2014

Willits USD | 3000 | E 3350 Business and Noninstructional Operations

**Travel Request Form Exhibit A**

**Travel Claim Form Exhibit B**

**Tax Exemption Waiver Form Exhibit C**