

## **Travel Expenses**

The Board of Trustees shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.

The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

All out-of-state travel for which reimbursement will be claimed shall have Board approval. Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.

### Legal Reference:

#### EDUCATION CODE

42634 Itemization of expenses

44016 Travel expense to employment interview

44032 Travel expenses

44033 Automobile allowance

44802 Student teacher's travel expense

#### Management Resources:

#### INTERNAL REVENUE SERVICE PUBLICATIONS

Per Diem Rates (For Travel Within the Continental United States), Publication 1542

#### WEB SITES

Internal Revenue Service: <http://www.irs.gov>

U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>

Policy WILLITS UNIFIED SCHOOL DISTRICT

adopted: August 7, 2013 Willits, California

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**

# Willits Unified School District

Exhibit B (1)

## TRAVEL CLAIM

Form

Name	Department
Street Address	Immediate Supervisor's Approval
City	Program Approval
Zip	



DAILY TRAVEL EXPENSE FOR PERIOD: From: \_\_\_\_\_ To: \_\_\_\_\_

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

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

# 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.