Travel Expense Voucher

Northern California Conference Office of Education PO Box 619015 Roseville, CA 95661-9015 Phone (916) 886-5600

		Please check one: Event Date	te(s):
Address:			
		☐ Interview – Location:	
		☐ Inservice Meeting	
		☐ Other:	
Roundtrip miles from	to	= mi. x \$.655 =	= \$
One-way miles from	to	= mi. x \$.655 =	= \$
Parking, fares, other		(Original receipts require	
Bridge Tolls			\$
Per diem (meals) x		_ (Employee only with overnight stay)	\$
Per diem (meals) x		_ (Employee only – no overnight stay)	\$
Per diem (meals) $\frac{x}{\# \text{ of days}}$ x	rate per day	(Spouse only) (Taxable unless spouse is also teac	her) \$
Lodging: Number of nights			\$
Other (Explain)			
			4. 4.
		(Original receipts require	ed) \$
Requested by:			
			AL \$
Requested by:Signature:]	TOTA	AL \$
Requested by: Signature: Authorized by	<u>]</u>	TOTA For Office Use Only Date Employee	AL \$
Requested by: Signature: Authorized by Account/Sub-Account #	<u>I</u>	TOTA For Office Use Only Date Employee Description	AL \$
Requested by: Signature: Authorized by Account/Sub-Account #	<u>I</u>	TOTA For Office Use Only Date Employee	AL \$
Requested by: Signature: Authorized by Account/Sub-Account # 891121/121101	<u>Code</u> 11421	TOTA For Office Use Only Date Employee Description Principal Training/Inservice	AL \$
Authorized by Account/Sub-Account # 891121/121101 891121/121102	<u>Code</u> 11421 11420	For Office Use Only Date Employee Description Principal Training/Inservice Teacher Training/Inservice	AL \$
Authorized by	<u>Code</u> 11421 11420 11230	For Office Use Only Date Employee Description Principal Training/Inservice Teacher Training/Inservice Registration Fees	AL \$
Authorized by	Code 11421 11420 11230 11423	For Office Use Only Date Employee Description Principal Training/Inservice Teacher Training/Inservice Registration Fees Convention Travel/Other Expenses	AL \$

Updated 01/01/2023

Transportation Policy

Authorized Conference Travel

- 1. Travel allowance of 65.5 cents per mile.
- 2. An overnight stop will be allowed for distances in excess of 500 miles per day by the most direct route.
- 3. Per diem (meals):

Single:	.5 days	=	\$27.00	for one meal per day
	1 day	=	\$54.00	for two or more meals per day
Spouse:	.5 days	=	\$13.50	for one meal per day
	1 day	=	\$27.00	for two or more meals per day

4. <u>Original</u> receipts are required for all parking, fares, motels, etc. For motels, the motel folio (detailed invoice from the motel) is also required.

Exceptions

Exceptions to the above policies may occur for some special events as notified.