

Travel Expense Voucher

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

Name: _____ Please check one: _____ Event Date(s): _____
 Address: _____ Convention
 _____ Interview – Location: _____
 _____ Inservice Meeting
 _____ Other: _____

Roundtrip miles from _____ to _____ = _____ mi. x \$.585 = \$ _____

One-way miles from _____ to _____ = _____ mi. x \$.585 = \$ _____

Parking, fares, other _____ (Original receipts required) \$ _____

Bridge Tolls \$ _____

Per diem (meals) _____ x _____ (Employee only with overnight stay) \$ _____

Per diem (meals) _____ x _____ (Employee only – no overnight stay) \$ _____

Per diem (meals) _____ x _____ (Spouse only) (Taxable unless spouse is also teacher) \$ _____
of days rate per day

Lodging: Number of nights _____ (Receipt required) \$ _____

Other (Explain) _____
 _____ (Original receipts required) \$ _____

Requested by: _____

Signature: _____ **TOTAL \$** _____

For Office Use Only

Authorized by _____ Date _____ Employee # _____

<u>Account/Sub-Account #</u>	<u>Code</u>	<u>Description</u>	<u>Amount</u>
891121/121101	11421	Principal Training/Inservice	\$ _____
891121/121102	11420	Teacher Training/Inservice	\$ _____
872106/121107	11230	Registration Fees	\$ _____
872106/121104	11423	Convention – Travel	\$ _____
872106/121108	11426	Convention – Other Expenses	\$ _____
825100	11410	Interview Travel/Lodging	\$ _____
_____	_____	_____	\$ _____
Bill school:		_____	\$ _____

Updated 01/01/2022

Transportation Policy

Authorized Conference Travel

1. Travel allowance of 58.5 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 = \$25.00	for one meal per day
	1 day = \$50.00	for two or more meals per day
Spouse:	.5 days = \$12.50	for one meal per day
	1 day = \$25.00	for two or more meals per day

4. **Original** receipts are required for all parking, fares, motels, etc. For motels, also required is the motel folio (the motel invoice showing the detail of all charges).

Exceptions

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