

# 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 \$.625 = \$ \_\_\_\_\_  
One-way miles from \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ mi. x \$.625 = \$ \_\_\_\_\_  
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

<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/Other Expenses	\$ _____
825100	11410	Interview Travel/Lodging	\$ _____
_____	_____	_____	\$ _____
Bill school:	_____	_____	\$ _____

**Updated 07/01/2022**

## **Transportation Policy**

### Authorized Conference Travel

1. Travel allowance of 62.5 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. **Original** 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.