

Travel Expense Voucher - Education

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: _____ Professional Growth

Roundtrip miles from _____ to _____ = _____ mi. x \$.67 = \$ _____
 One-way miles from _____ to _____ = _____ mi. x \$.67 = \$ _____
 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) \$ _____
 # of days rate per day (\$58 full day or \$29 half-day)

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

Signature: _____ **TOTAL \$** _____

For Office Use Only

Authorized by _____ Date _____ Employee # _____

<u>Account</u>	<u>Function</u>	<u>Description</u>	<u>Amount</u>
891130	121110	Professional Development	\$ _____

Updated 01/01/2024

Transportation Policy

Authorized Conference Travel

1. Travel allowance of 67 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 = \$29.00	for one meal per day
	1 day = \$58.00	for two or more meals per day
Spouse:	.5 days = \$14.50	for one meal per day
	1 day = \$29.00	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.