

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: _____

Convention _____
Interview – Location: _____
Inservice Meeting _____
Other: _____

Roundtrip miles from _____ to _____ = _____ mi. x \$.725 = \$ _____

One-way miles from _____ to _____ = _____ mi. x \$.725 = \$ _____

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 _____ (# of days rate per day) (Spouse only) (Taxable unless spouse is also teacher) \$ _____

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

Other (Receipts required) \$ _____

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	PTR	Principal Training/Inservice	\$ _____
891121/121102	TTN	Teacher Training/Inservice	\$ _____
872106/121107	RFR	Registration Fees	\$ _____
872106/121104	EDC	Convention Travel/Other Expenses	\$ _____
825100	ITR	Interview Travel/Lodging	\$ _____
_____	_____	_____	\$ _____

Bill school: _____ \$ _____

Transportation Policy

Authorized Conference Travel

1. Travel allowance of 70 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	=	\$30.00	for one meal per day
	1 day	=	\$60.00	for two or more meals per day
Spouse:	.5 days	=	\$15.00	for one meal per day
	1 day	=	\$30.00	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.