

Travel Expense Voucher

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

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

Roundtrip miles from _____ to _____ = _____ mi. x \$.42 = \$ _____ NT
One-way miles from _____ to _____ = _____ mi. x \$.42 = \$ _____ NT
Parking, fares, other _____ (Original receipts required) \$ _____ NT
Bridge Tolls \$ _____ NT
Per diem (meals) _____ x _____ (Employee only with overnight stay) \$ _____ NT
Per diem (meals) _____ x _____ (Employee only – no overnight stay) \$ _____ T
Per diem (meals) _____ x _____ (Spouse only) (Taxable unless spouse is also teacher) \$ _____ T
of days rate per day
Motel: Number of nights _____ (Receipt required) \$ _____ NT
Other (Explain) _____
_____ (Original receipts required) \$ _____ NT/T

Requested by: _____ TOTAL \$ _____ NT

(Signature) TOTAL \$ _____ T

For Office Use Only

Authorized by _____ Date _____ Employee # _____

<u>Account #</u>	<u>Code</u>	<u>Description</u>	<u>Amount</u>
872106/121101/121110	11421	Principal Training - Non-Taxable	\$ _____
872106/121101/121110	10419	Principal Training - Taxable	\$ _____
872106/121102/121110	11420	Teacher Training - Non- Taxable	\$ _____
872106/121102/121110	10420	Teacher Training - Taxable	\$ _____
822100/121110	11230	Registration Fees - Convention	\$ _____
825100/121110	11410	Interview Travel/Lodging	\$ _____
872105/121110	11423	Education Convention Reimbursement	\$ _____
_____	_____	_____	\$ _____
Bill school:	_____	_____	\$ _____

Effective 01/01/2018

Transportation Policy

Authorized Conference Travel

1. Travel allowance of 42 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.