



Business Services Division • Fiscal Services  
**Travel/Conference Reimbursement Information**

(Effective April 3, 2019)

Dear CUSD Employee;

Thank you for attending the conference/seminar/workshop/meeting on behalf of your school or department. The reimbursement of allowable travel and conference expenses is defined under CUSD Board Policy 3350 and is included on the reverse side of the conference expense form. Please keep in mind, the failure to attach required documents or completing the conference expense form accurately will cause delays in processing your reimbursement. All expense reimbursement claims shall be submitted within ten (10) working days following your return from travel when possible. Here is important information to assist you with completing your conference expense form when you return and what items are necessary for reimbursement:

**Mileage, Transportation and Parking**

- Keep track of the time you left and the time you returned home, you will need this information to fill out your conference expense form.
- The District will pay for the least expensive mode of transportation and employees are expected to carpool when traveling with other employees.
- If you are driving your own vehicle, keep track of your round-trip mileage. Mileage is reimbursable from your place of departure/return whichever is shorter (home or site), except on weekends or holidays.
- You must have an “*Insurance Information Required on Privately Owned Vehicles*” form on file in Accounting for mileage reimbursement.
- When traveling by air, submit receipts and do not use airport “hourly” parking.
- Retain and submit all Parking/Rental Car/Cab/Toll receipts. The District does not reimburse gratuities/tips for cabs, Uber, shuttles, bell boys etc.

**Hotel**

- One (1) room will be provided for every two (2) employees of the same gender; extenuating circumstances necessitating an employee to have a room alone must be pre-approved by your supervisor.
- In-room charges (Room Service) for beverages/food are not reimbursable.
- Retain and submit hotel itemized receipts; phone calls and faxes made to the District/site will be reimbursed, but must be itemized and noted on the hotel invoice.
- Do not use valet parking unless no other options are available and gratuities/tips are not reimbursable.

**Meals**

- Breakfast, lunch and dinner are reimbursable at “per diem” rates; please refer to the conference expense form to determine the appropriate county rate.
- Gratuities for meals are permitted; however, reimbursement for the total meal cost including gratuity may not exceed the “per diem” meal allowance.
- If meals are included as part of the conference/seminar/workshop/meeting, including continental breakfast at both hotel or conference, no “per diem” allowance will be reimbursed for the meal.
- Departing for travel after 7 AM does not qualify for breakfast reimbursement; must depart before 7 AM.
- Arriving home from travel before 7 PM does not qualify for dinner reimbursement; must arrive after 7 PM.