



CONFERENCE & TRAVEL

Conference and Travel requires pre-approval of expected expenses for registration, hotel accommodations, vehicle costs and reimbursement of employee expenses such as meals.

Pre-Authorization, Registration, Hotel, Vehicles and Reimbursement

- 1.** Use the online, fillable form ([Workshop Training Conference Pre-Authorization & Reimbursement Form](#)) to obtain supervisor approval prior to the conference, providing estimated costs for all anticipated expenses. If you wish, provide a copy of the form to Accounts Payable along with the registration form in order to process registration payment.
- 2.** If a Visa Cal-Card is needed for hotel reservations and payment, please review guidelines for appropriate use.
- 3.** SLOCOE vehicles are available for reservation for conference travel. A reservation request form with guidelines can be found at [Vehicle Requests](#).
- 4.** Complete the bottom portion of the form following travel.
 - Meal expenses, incidental out-of-pocket expenses and personal vehicle mileage may be entered as appropriate for reimbursement.
 - Meal expenses may be reimbursed at the per diem rate when an overnight stay occurs.
 - *Breakfast* - \$7
 - *Lunch* - \$11
 - *Dinner* - \$23
 - Staff may not claim lunch or incidentals on one-day trips.
 - Staff may not claim meals included in hotel expenses or conference fees, or meals otherwise provided. (Meals claimed for trips less than 24 hours without an overnight stay are taxable.)
 - Attach any receipts for registration, lodging, parking and tolls.
 - Provide account coding and a total dollar amount.
 - Always attach a copy of the agenda, certification of completion or other proof of attendance, and original itemized receipts.
- 5.** Submit the signed and approved form no more than 30 days after the event. The minimum processing amount for a conference claim is \$20. Petty cash reimbursement is available for expenses under \$20.00.
- 6.** Contact x213 or x212 if you have questions regarding reimbursements.

Remember! No alcohol purchases or spouse's meals on receipts. Per diem rates apply.