



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 top portion of the online, fillable form ([Workshop Training Conference Pre-Authorization & Reimbursement Form](#)) to obtain supervisor approval for all anticipated expenses prior to the conference.** Hotel and registration fees to be paid by government Cal-card or processed for payment with a purchase order or check request can be included here and will be subtracted from total reimbursable expenses.
- 2. If a Visa Cal-Card is needed for hotel reservations and payment, please review guidelines** for appropriate use. Registration fees can also be processed and paid in Accounts Payable by submitting a copy of the pre-authorization form and registration materials. Receipts will need to be submitted for all forms of payment.
- 3. SLOCOE vehicles are available by reservation for conference travel.** A reservation request form with guidelines can be found at [Vehicle Requests](#). SLOCOE vehicle costs are charged separately by Maintenance Operations and Transportation, but are included in the top portion of the form for approval of estimated costs.
- 4. Complete the bottom portion of the form following travel** in order to indicate expenses not already paid or charged to a government Cal-card. While the top portion of the form indicates estimated costs for approval by a supervisor prior to travel, this portion of the form provides information on actual expenses to be reimbursed.
 - Meal expenses, incidental out-of-pocket expenses (toll or parking charges) 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 or travel outside the county occurs. Location-specific rates can be found here: gsa.gov/travel/plan-book/per-diem-rates. **Please attach evidence of the GSA-approved rate to reimbursement requests.**
 - 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.)
 - **Receipts** – Please attach only receipts for reimbursable expenses to the reimbursement form. Receipts for expenses charged to a cal-card should be attached to the bank card log for that month. Meal expenses reimbursed at the per diem rate do not require receipts.
 - 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 for costs other than per diem meals or costs covered with a cal-card, SLOCOE check or PO.
- 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 x218 if you have questions regarding reimbursements.**

REFERENCE: [Superintendent Policy 3350: Travel Expenses](#)

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