

**TOP OF FORM INFORMATION PLUS ACCOUNT NUMBER IS SUBMITTED WITH CONFERENCE INFORMATION (reg info, program, etc.) FOR APPROVAL AND WILL BE RETURNED TO ATTENDEE TO SUBMIT WITH EXPENSES AFTER CONFERENCE.**

- Fill out conference information completely and attach a conference program schedule (to determine if meals are included).
- Estimate the total expenses and describe the benefit to the college. Indicate substitute and class info if appropriate.
- **Include account information at the bottom** (to verify budget).
- If a check is needed to pay for registration or lodging, attach a Check Request with Registration Form or Hotel Confirmation and **check YES in the “advance payment..” box.** (You may ask to have the check sent back to you to submit with the registration form, or ask to have your name and/or conference info included on the check stub.)
- Make sure the Check Request is completed, including approval signatures. The Check Request will be forwarded for payment and the Conference Request will be returned to you in order to submit expenses after the Conference.
- **If this is a new Vendor, you will also need a W-9 from them.**

**EXPENDITURE GUIDELINES:**

- **Mileage:** Claim Conference mileage here only – do not duplicate on a Mileage Request Form. **2017 mileage rate: .535/mi**
- **Airfare** is at standard amount. No upgrades, charters, special seating, early check-in fees, etc. will be reimbursed.
- **Car Rental** is for out-of-town business purposes only. Standard size is a compact unless for more than 2 employees. Must elect insurance coverage. No mileage reimbursement for rentals – it’s covered in rental cost. (For local trips, request District vehicle.)
- **Lodging:** Hotel reimbursed only if outside 45-mile radius from SJCC. Only standard hotel expense – no upgrades, personal items such as movies, additional cost for spouse, etc.
- **Meal Costs (see Travel Policy for timing)**
- *If meals are provided by conference, per diem cannot be claimed. Must include conference schedule with Request.*
- Per diem amount (including tip): **Breakfast \$15; Lunch \$16; Dinner \$28**

**Meal Options:**

- Request per diem amounts – no receipts
- Provide receipts w/ meal details. May not exceed per diem and District may not pay for alcoholic beverages.

**AFTER THE CONFERENCE**

**ATTACH ALL RECEIPTS** showing amount and method of payment, **REGARDLESS OF WHO PAID.** ALL CONFERENCE EXPENSES SHOULD BE ACCOUNTED FOR ON THIS FORM. Indicate whether each expense was paid by the District or by the Attendee.

- If driving, include **Mileage** and attach map showing miles. Use current IRS rate to calculate reimbursement amount. If car is rented, mileage is not counted – use gas receipt instead. (REMEMBER: Do not include again on a Mileage Reimbursement Form.)
- **Airfare** is at standard amount. No upgrades, charters, special seating, early check-in fees, etc. will be reimbursed. Attach the airline receipt, including if it’s booked through the District Travel Agent.
- **Registration** – if paid with a District check, include the Voucher number.
- **Meals:** either actual receipts that show meal details or per diem amount without receipts. Fill in the table below. ATTACH A CONFERENCE SCHEDULE THAT SHOWS IF MEALS WERE PROVIDED BY CONFERENCE.
- **Lodging:** attach the final check-out receipt. If there were personal expenses (movies, amounts over per diem, etc.) make a note on the receipt and calculate as personal expense in the reconciliation at the bottom.
- Include receipts for **Parking.**
- Itemize and describe any **Additional** receipts not previously accounted for.
- Total all expenses. Total the amount paid by the District. Subtract the District amount from the Total Amount. If the remainder is positive, the difference is to be reimbursed to the Requestor (and should equal the amount the Requestor spent.) If the remainder is negative, the Requestor owes the District and needs to attach a check for the amount owed.

**ITEMIZE MEALS LIKE THIS ON BACK OF FORM. Enter total on front of form.**

Date/Day (If meal included in conference, write CONF in appropriate place. Attach program.) <b>EXAMPLE</b>	Breakfast (max \$15)	Lunch (max \$16)	Dinner (max \$28)
	\$15	CONF	\$28