

Paso Robles Joint Unified School District
CONFERENCE ATTENDANCE PROCEDURE

*Please note: Per Ed code all out of state travel must be approved by Board.
Any request over \$2,500.00 per person, \$5000.00 per group, out of state or over water
will go to Cabinet. *Please allow time for processing.*

Attendee - Completes a *Workshop/Training Claim Form*, DO NOT MAKE HOTEL RESERVATIONS YOURSELF. Principal's Secretary, or Title I Coordinator if using Title I funds, will take care of the arrangements. Please attach a printout of suggested hotel reservation, flyer/brochure of conference and a map with mileage. If a substitute is required, be sure to request through AESOP and fill out a *substitute request form* as well (upon principal's approval).



Principal's Secretary - Verifies information on *Workshop/Training Claim Form (including budget code)*, obtains approval from principal. If district transportation is needed, attach a *Trip/Transportation Request*. Forward to appropriate Budget Manager, Coordinator, or Director.



Budget Manager, Director and Chief Officer: - Director's PPA obtains appropriate signatures and sends a copy of the approved claim form to accounting. PPA attaches a *Workshop Evaluation Form* and returns entire packet to Principal's Secretary or Title I Coordinator.



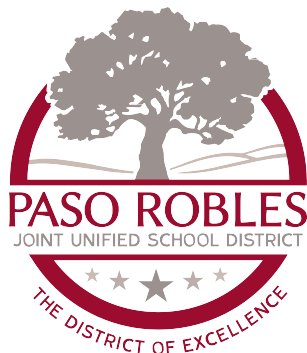
Principal's Secretary/Title I Coordinator - Registers attendee for the conference (if attendee has not yet done so) using site Cal Card or enter a requisition if vendor does not accept credit cards. Make hotel reservations using site Cal Card. Request a "credit card authorization form" from the hotel, fill it out and fax it back to the hotel (attendee will not take site credit card with them). Give entire packet along with conference and hotel reservation information to attendee.



Attendee - Complete section E within 5 days after the conference. You DO NOT need receipts for meals. If you have any other expenses you are requesting reimbursement for, you WILL need to attach itemized, original receipts. Send entire completed packet to appropriate budget manager for final approval.



Budget Manager - Approve final claim and send to CBO for final approval and processing.



Staff Recruitment and Professional Development for Student Success and Student Achievement

Every year, every staff member will be recruited, hired, and retained based upon coherence in knowledge, practice, and beliefs about student learning, instructional best practice, assessment to guide decision-making, and continuous improvement for increased student learning.



PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT PROGRAM

Board Policy 4133 and AR 4133

Conditions of Travel

Travel and business expenses are to be incurred as a result of conducting official business and are subject to review or verification by the approval authority. Reimbursement shall not be made for meal and lodging expenses incurred within 50 miles of school or work site.

Lodging

The reimbursement rates are for the actual expenses and must be supported by an itemized receipt. Supervisors should encourage travelers to take advantage of applicable discounts. The California Statewide Travel Program www.dgs.ca.gov/travel provides a list of hotels within California that offer government rates.

Meals

Meals that are part of a conference, workshop, or school business are not applicable.

If you leave before 6:00 am	breakfast may be claimed	\$10.00
If you leave before 11:00 am	lunch may be claimed	\$15.00
If you leave before 5:00 pm	dinner may be claimed	\$25.00
If you return after 9:00 am	breakfast may be claimed	\$10.00
If you return after 2:00 pm	lunch may be claimed	\$15.00
If you return after 7:00 pm	dinner may be claimed	\$25.00

Mileage

The current effective mileage rate set by the District using the IRS rate is reimbursable. Employees that receive a monthly mileage allowance can claim mileage outside of the county only.

Rental Cars

Prior approval as noted on the *Workshop/Training Claim Form* is required. The reimbursement rates are for the actual expenses and must be supported by an itemized receipt.

Air Fair

Prior approval as noted on the *Workshop/Training Claim Form* is required. The reimbursement rates are for the actual expenses and must be supported by an itemized receipt.

Documentation Required

Receipts are required for each item of expense, regardless of how the item was paid for. If a receipt is not provided, a written statement signed by the employee must be submitted to obtain reimbursement. The amount not supported by a receipt is subject to being reported to the IRS as income. Receipts are not required for local transit, taxis, shuttles, road tolls and parking charges of \$5.00 or less but must be listed on the conference claim for reimbursement.

