

1. Approval must be secured from your administrative head (Principal, Assistant Superintendent-Instruction, etc.) prior to incurring expenses for which reimbursement is to be claimed.
2. E. C. 13002 provides for reimbursement of "actual and necessary traveling expenses." "Actual" means what was expended - not an estimate.

a. Maximums for meals have been established; the maximums include tax and tip; claim actual costs per meal if less than the maximum; if more than the maximum, claim only the maximum:

Breakfast	\$ 8.00
Lunch	\$ 12.00
Dinner	\$ 20.00

(Effective 7/5/13)

NOTE: These maximum amounts may be too low at certain conventions. Actual cost will be reimbursed only if identified as an official breakfast, lunch, or dinner. "Official" means the meal was in conjunction with the convention and was so scheduled in the program.

b. Travel method is to be determined by the administrative head.

3. Non-reimbursable expenses:

- | | |
|--|-------------------------|
| a. Air travel insurance | d. Entertainment |
| b. Membership dues | e. Excise tax |
| c. Personal telephone calls, other personal services such as laundry | f. Snacks between meals |
| | g. Alcoholic beverages |

4. Receipts are required for:

- a. Motel or hotel accommodations
- b. Registration fees
- c. Transportation by public carriers other than taxi or intra-city bus fares: plane, train, bus, car rental

5. Receipts are not required for:

- a. Meals
- b. Street car or bus fares, ferry fares, bridge tolls, taxi or hotel bus fares
- c. Parking
- d. Long distance or telegraph charges required in the performance of official duties--if place and person called are shown
- e. Tips Other than meals

6. Itemization of expenses on claim form:

- a. Your claim form should leave a clear audit trail; each expense should be identified clearly
- b. Specify: (1) Name of convention
(2) Location
(3) Dates of convention or meeting
- c. List expenses for each day

(1) Meals

- (a) List separately the amount paid for each meal, including tax and tip (not to exceed maximums allowable per meal). Tips for meals shall be included in the meal cost not to exceed 15%.

(2) Lodging

- (a) Indicate date
- (b) If more than one day, claim the total as one figure but indicate dates lodging furnished
- (c) If a spouse shares the room, indicate the single rate and claim only the single room rate, plus tax

(3) Other expenses

7. Sign this claim form; submit to your administrative head for his approval and countersignature.