



# Greenfield Union School District REQUEST TO ATTEND CONFERENCE Form 403

Applicant's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Conference Name: \_\_\_\_\_ Conference Date(s): \_\_\_\_\_

Conference Location *(OUT OF STATE Conference requires Board Approval-Form 404)*: \_\_\_\_\_

Registration Fee: \$ \_\_\_\_\_ PO #: \_\_\_\_\_ [ ] Reimbursement

Method of Travel: [ ] Personal Vehicle (Mileage 56¢) Estimated # of Driving Miles (Attach copy of MapQuest): \_\_\_\_\_

[ ] District Vehicle (Submit request for Transportation Form) [ ] District Vehicle Reserved

[ ] Air \$ \_\_\_\_\_ DOB: \_\_\_\_\_ Name as it appears on DL/ID: \_\_\_\_\_

Room Accommodation(s): # of Nights \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_

• Estimate Meals (Max \$60/day): \$ \_\_\_\_\_ Meals are reimbursed only for travel outside of Monterey County / Reimbursement not allowed for meals included in conference registration fees. • **REQUIRED - Attach Meals Allowance Worksheet to this form.**

Other (Explain): \_\_\_\_\_ Estimated: \$ \_\_\_\_\_

***Within 30 days after conference attendance, complete Form 405 Travel Reimbursement Claim.  
Submit with original receipts for item(s) other than meals and a copy of your conference brochure.***

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Meals Allowance** - Meal reimbursements shall be on a per diem basis limited to the following maximum daily rates:

**Breakfast \$15.00; Lunch \$20.00; Dinner \$25.00; TOTAL \$60.00**

For detailed information regarding expense accounts, reimbursements and other authorized reimbursements refer to Board Policy 3350. This information can be found on the GUSD website.

Registration Fee: \$ \_\_\_\_\_

Travel Costs: \$ \_\_\_\_\_

Room Costs: \$ \_\_\_\_\_

Meal Costs: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

**Total Estimated Costs:** \$ \_\_\_\_\_

### CONFERENCE WILL BE PAID FOR USING THE FOLLOWING ACCOUNT(S):

FUND	RESC	Y	GOAL	FUNC	OBJT	SO	LOC (Site)	1111	MGMT
EX 01	0000	0	0000	0000	0000	00	000	0000	0000

Approved: \_\_\_\_\_  
Site Principal/Supervisor Date

Approved: \_\_\_\_\_  
Fiscal Services Department Date

Approved: \_\_\_\_\_  
Categorical Approver Date

Approved: \_\_\_\_\_  
Superintendent or Designee Date

Approved: \_\_\_\_\_  
Asst. Superintendent, Educational Services Date

Processed: \_\_\_\_\_  
Accounts Payable Department Date

[ ] **APPROVED** (Conference attendee may proceed with registering to attend conference)

[ ] **DENIED** Reason: \_\_\_\_\_

## PLANNING YOUR CONFERENCE

- **Submit ONE (1) form per person.**
- Conference brochure and registration form must be attached with this request for approval of conference attendance.
- Department funding the activity will assist staff in processing registration, making travel and lodging arrangements.
- Out of State Conference travel requires Board approval as per *BP 3350 Travel Expenses*. Please complete **Form 404 Request for Approval for Out-of-State Travel**.

### Registration Fees:

- Registration fees can be paid by purchase order if you allow a minimum of three weeks for processing.
- Or apply for reimbursement for your credit card charge or check payment; see directions below.
- **District pre-approval is necessary.**

### Airline Tickets:

- Department funding the activity can make arrangements using the district's travel agent and a purchase order.
- Some of your personal information (DOB, driver's license number) may be required.
- Or apply for reimbursement for your credit card charge; see directions below.
- **District pre-approval is necessary.**

### Hotel Accommodations:

- Guarantee your reservation with your own credit card.
- Department funding the activity can process payment by submitting the "Check Request" form and sending a check to the hotel, if hotel accepts checks.
- Or apply for reimbursement for your credit card charge.
- **District pre-approval is necessary.**

### Meals:

- Please pay for your meals individually as meal reimbursements are on a per diem basis limited to the maximum daily rates unless meals are included in conference registration fees.
- Staff attending conferences that include meals in the registration fees, **may not** apply for reimbursements for substitute meals.
- Please attach Meals Allowance form to your Request to Form 403, Attend Conference.

## TRAVEL REIMBURSEMENT INSTRUCTIONS

1. Complete **Form 405 Travel Reimbursement Claim** for reimbursement of all out-of-pocket expenses.
2. Attach a signed copy of this pre-approval form to your reimbursement claim.
3. Attach a copy of your registration or conference brochure.
4. Attach a mileage printout from *mapquest.com* from your home address or work address (whichever is shorter) to your destination.
5. Attach original itemized receipts.
6. Attach copy of credit card statement showing charges you are requesting to be reimbursed for.

### **\*\*OTHER MISCELLANEOUS TRAVEL ALLOWANCES**

**While traveling on official District business, the following expenses are also reimbursable at actual cost as long as receipts are provided:**

1. Necessary taxi-cab, airport limousine, or bus fares. **Gratuities are non-reimbursable.**
2. Registration fees
3. Parking fees
4. Telephone and telecommunication charges in connection with District business
5. Reasonable rental car charges require pre-approval.
6. Toll bridge charges
7. Justifiable expenses approved based on a review of special circumstances

For detailed information regarding expense accounts, reimbursements and other authorized reimbursements refer to Board Policy 3350. This information can be found on the GUSD website.

***IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO ENTER HIS/HER ABSENCE INTO FRONTLINE AFTER APPROVAL HAS BEEN GRANTED TO ATTEND CONFERENCE.***