

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Reimbursement Claim Form
for travel, refunds & other expenses

Payable To:		Date:	
*Mailing Address:		Site:	

***Employee checks will be mailed to the address on file in HR**

Account#:	Amount:
Account#:	Amount:

<i>Date</i>	<i>Explanation / Description</i>	<i>Amount</i>

--MILEAGE--		Total Miles	
From :	To:	Rate	
		Total	

--MEALS--					
--Meals will be reimbursed for actual expenses up to the district published maximums based on IRS rates. Please see PVUSD Accounting Webpage for the current fiscal year per diem amounts. --Meals will be reimbursed only if the travel necessitates an overnight stay. --Breakfast & Dinner only apply if leaving home before 7am or returning after 7pm --Do not claim reimbursements for meals provided by the Conference or other employees. --No reimbursements are made for purchases of alcoholic beverages --Altered receipts will be Voided --Do not include personal expenditures with business		Meals			
	Dates of Travel	Breakfast \$14	Lunch \$16	Dinner \$26	Daily Totals
Employee's Signature		Total Expense:			
Date		Less-Advances:			
Net Payment Due:					

<u>Principal/Manager Reimbursement Approvals</u> (Name & Sign) Date	<u>Program Manager-if paid by special program funds</u> (Name & Sign) Date
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General requirements for using form:

- Original itemized bill, proof of payment, etc. must be attached to support actual & necessary expense. Receipts are not necessary for meals when claiming per diems.
- For conferences, a copy of the conference literature indicating location, dates, detailed agenda and what was included in the cost of registration, must be provided.
- Claims for payment of airline tickets require a copy of the flight itinerary, with it include conference literature which explains why you traveled to your destination.
- Personal "rewards" numbers cannot be used.
- Claims cannot cross fiscal years.
- The claim should be forwarded to Accounting immediately after incurring the expense. Any claims over 3 months will be returned unpaid.
- Mileage is reimbursed at the current IRS rate. If airfare plus parking, etc., would be less than mileage, you will be reimbursed at the lower amount.
- For lodging to be reimbursed the location of the conference/meeting must be farther than a 60 mile radius.