



PITTSBURG UNIFIED SCHOOL DISTRICT EXPENSE CLAIM INFORMATION

1. All expense claims shall be submitted within **10 business days** of the incurred expense. No expense reimbursement will be made for claims submitted more than two weeks following the end of the fiscal year (June 30th).

2. Expense Claims cannot be honored unless **ITEMIZED RECEIPTS** are attached. Receipts are required for overnight accommodations (actual hotel bill), registration fees, parking, car rental, etc. Canceled checks are not acceptable in lieu of receipts. **Note: receipts are not required for meals.**

Itemized receipts must be scanned and submitted as attachments with reimbursement forms. An affidavit of lost receipt must be completed and approved when an original receipt is lost; payment verification must accompany the affidavit for reimbursement.

3. Conference Reimbursements must include a copy of an ***approved*** Application to Attend for the event, proof of attendance (name badge, brochure, etc.), and a copy of the conference agenda.

4. Transportation

Personal Auto: Mileage will be reimbursed at the current IRS Standard Mileage Rate. If driving in own vehicle during the school year, mileage is to be claimed from ***district office/work location or home (whichever is closer)*** to conference destination or airport. **The total mileage reimbursement cannot exceed the lowest plane fare.** Mileage rate may change annually, July 1st and/or January 1st based on IRS mileage allowance. If more than one district employee attends a conference in the same automobile, only one person may submit a claim for mileage reimbursement. Please be sure to list passenger names on the form.

Plane: Actual coach fare.

Train, Bus or Car: Actual fare or cost **not in excess** of lowest transportation cost. *Actual cost of airport, bus or limousine service, and reasonable amounts for taxis, parking, and tolls may be included.*

All **out-of-state** travel for which reimbursement will be claimed requires prior Board approval.

5. **Meal reimbursement** is up to a maximum of **\$61.00 per day.**

Please do not submit receipts for meals. All meals claimed will be reimbursed at the per diem rate.

Breakfast: Necessary travel beginning before 7:00 am and at least four hours will be reimbursed **\$11.00**. Continental breakfast that is provided at conference/workshop are not allowed to be claimed.

Lunch: Necessary travel beginning before 11:00am and extending at least four hours will be reimbursed **\$16.00**. Brunch is sometimes provided when a workshop is only half day. Therefore, per diem cannot be claimed for breakfast or lunch.

Dinner: Necessary travel beginning before 5:00pm and extending at least four hours will be reimbursed **\$34.00**. Reception dinners that are provided at a workshop are allowed to be claimed on per diem if attendee chooses not to attend due to alcohol being served.

TIPS (not to exceed 15%) can be included in the price of the meal, however no meal reimbursement will exceed the per diem rates. Tips for services (non-meals) can be reimbursed up to \$5.

6. ITEMS NOT REIMBURSABLE include:

- Air travel insurance
- Personal membership dues
- Personal phone calls and personal services
- Entertainment
- Alcoholic beverages