



# Petaluma City Schools

## Travel and Conference Application Form

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ School/Dept: \_\_\_\_\_

I understand that after the conference, an Employee Travel and Conference Reimbursement form must be submitted by the end of the month in which travel occurs and that all expenditures must be itemized on that claim, with original receipts attached. Meal reimbursements (incl. up to 15% in tips) must be the **itemized copy**. All other receipts must have your name and last 4 digits of your credit card - otherwise a bank statement with the expenses may be submitted, everything else can be redacted.

*\*Some expenses such as flight insurance, seat upgrades, express lane tolls and alcohol are non-reimbursable. If you are unsure about an expense, please check with your admin. More: [BP-3350](#)*

Purpose of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

**ESTIMATED COSTS - include attachments to this application for estimates and an agenda for the conference you are attending.**

Conference;Registration Fee: Self-Paid  Paid by PO  \$ \_\_\_\_\_

Transportation Costs: *This defaults to the cheapest expense. ie: if you choose to drive but a flight is cheaper, you will get reimbursed for the cost of a flight.*

Air  Auto  \$ \_\_\_\_\_

Overnight Accommodations: \_\_\_\_\_ nights at \$ \_\_\_\_\_ \$ \_\_\_\_\_

Meal reimbursements per day - *unless provided by the event*

\_\_\_\_\_ Breakfast (\$13) \$ \_\_\_\_\_

\_\_\_\_\_ Lunch (\$15) \$ \_\_\_\_\_

\_\_\_\_\_ Dinner (\$26) \$ \_\_\_\_\_

Substitute Days Needed: \_\_\_\_\_ (*full day \$200, half day \$120*) \$ \_\_\_\_\_

Other Expenses (parking, toll, mileage, etc):

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total: \$ \_\_\_\_\_**

BUDGET CODE: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Business Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(01/24)