

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
REQUEST TO ATTEND CONFERENCE/TRAINING/MEETING**

- ✓ Request must be submitted at least 15 business days prior to your attending the event.
- ✓ A brochure or flyer (indicating dates, location, and costs) must be attached when submitting for approval.
- ✓ Copy of Approved REQUEST TO ATTEND must be attached when submitting for reimbursement.

Applicant _____

School or Department _____

Signature of Applicant

Signature of School/Department Secretary (*Confirms the form is complete, including the Anticipated Expenses Worksheet – page 2*)

CONFERENCE/TRAINING/MEETING INFORMATION – *attach brochure or flyer*

Name of Event _____

Date(s) _____ Location _____
City/State _____ County _____

ANTICIPATED EXPENSES – *complete worksheet on back and enter TOTALS here*

Method of reimbursement for meals	Registration \$ _____
___ Expense Per Diem	Lodging \$ _____
___ Actual and Necessary	Meals \$ _____
unusual or exceptional circumstance	Travel \$ _____
	Sub @ \$112 (salary + benefits/day) \$ _____
	Other \$ _____
TOTAL ANTICIPATED EXPENSES	\$ _____

Budget Account Number(s)

_____	\$ _____
_____	\$ _____
_____	\$ _____

APPROVAL SIGNATURES – *to be signed only when expenses and account information is complete*

Site Administrator

Staff Development Coordinator

FUNDS AVAILABILITY:

APPROVED:

Assistant Superintendent

Superintendent

___ Copy sent to attendee ___ Copy for Staff Development Coordinator ___ Copy for Site

ANTICIPATED EXPENSES WORKSHEET

Meals Reimbursement

_____ PER DIEM (Receipts **not required** – see chart below for amounts. *Note first and last days are at 75%*)

Date	Amount
Total	

_____ ACTUAL AND NECESSARY (Receipts **are required** for reimbursement)

Date	Breakfast	Lunch	Dinner	Total
			Total	

Lodging – *Receipt/s must be attached for reimbursement*

_____ rooms for _____ days at \$ _____ per day Total \$ _____

Travel – *Receipt/s must be attached for reimbursement*

Airplane \$ _____
 Train \$ _____
 Bus \$ _____
 Car: _____ miles @ \$ _____ per mile \$ _____

Chart for Calculating Expense Per Diem Rates

	Inyo	Imperial, Stanislaus, Yolo	Madera, Marin, Santa Clara	Alameda, Fresno, Sacramento, San Mateo, Sonoma	Napa, San Luis, Santa Barbara, Santa Cruz	Los Angeles, Monterey, Orange, Riverside, San Diego, San Francisco, Ventura
PGUSD Rate	\$41.00	\$46.00	\$51.00	\$56.00	\$61.00	\$66.00
Breakfast	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00
Lunch	\$11.00	\$12.00	\$13.00	\$15.00	\$16.00	\$18.00
Dinner	\$23.00	\$26.00	\$29.00	\$31.00	\$34.00	\$36.00
First/Last Days – 75%	\$30.75	\$34.50	\$38.25	\$42.00	\$45.75	\$49.50