Vendor #

PACIFIC GROVE UNIFIED SCHOOL DISTRICT REQUEST FOR REIMBURSEMENT

		procedure are discouraged an ployee unless prior authorization				
Name:			Date:			
Type of expense	:		School/Dept.			
Direction AT 75% printout	ons: Be specific. NO 6. If expense is for material from your site to eve	TE THAT FIRST AND Latileage specify fromto into venue. Each trip should AL ITEMIZED RECEIPT.	AST DAY MEALS ARE In Location column and atta	ach a mileage n	nap	
Date Incurred	Location	Type of Expense	Purpose of Expense	Receipt Attached	Reimbursable Amount *	
	son Claiming Expense R	eimbursement	Total ReimbursementAccounts to be charged:			
Principal or Sup						
Business Office * Per Board Poli						

NOTE: This form will not be honored unless it is signed by the principal or program administrator.

EXPENSE REIMBURSEMENT WORKSHEET

Meals Reimbursement — Actual and Necessary: Original receipts must be attached.
 All meal expenses, including tips up to 15%, cannot exceed the per diem rate as shown in the chart below.
 First and last days are reimbursed at 75% of the total rate as shown in the chart below.
 Out of state meal expenses will be reimbursed at the PGUSD rate as shown in the chart below.

Date	Breakfast	Lunch	Dinner	Total

2.	Lodging - Receipts must be attached for reimburse	ging — Receipts must be attached for reimbursement				
_	days at \$ per day	Total	\$			
3.	Travel * Evidence of mileage shall be attached (i.e. Mapquest or Google maps printout reflecting mileage from the employee's school site to the event venue, not from the employee's residence) In all reimbursement for travel, the maximum amount allowed shall be equal to the cost of travel by ordinary air fare. PGUSD BP#4033, PGUSD Reg#4033, PGUSD BP#3350, PGUSD Reg#3350. Ed Codes 44032 and 44033					
	Airplane* Car* miles @ \$ per mile Other*	\$ \$ \$				

NOTE: The following items are EXCLUDED from authorized expenses and must not be included in this claim: Alcoholic beverages, personal services, Internet connections for personal use, entertainment, gifts, mileage cost in excess of coach air fare, expenses for non-employees.

Chart for Calculating 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 (no incidentals)	\$59.00	\$59.00	\$69.00	\$64.00	\$69.00	\$69.00
Breakfast	15.00	15.00	17.00	16.00	17.00	17.00
Lunch	16.00	16.00	18.00	17.00	18.00	18.00
Dinner	28.00	28.00	34.00	31.00	34.00	34.00
First/Last Days – 75%	\$44.25	\$44.25	\$51.75	\$48.00	\$51.75	\$51.75