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

▶ Request must be submitted at least 15 business days prior to attending the event.

- ► A brochure with dates, location, and costs, along with travel expense documentation must be attached for <u>approval</u>.
- ▶ Copy of Approved REQUEST TO ATTEND must be attached when submitting for <u>reimbursement</u>.

Applicant must receive an approved cor	y prior to atten	ding the event.			
Applicant Print Name Clearly		School or Department			
ignature of Applicant Date	<u> </u>	<u>Date</u> Signature of School/Department Secretary (Confirms the form i complete, including the Anticipated Expenses Worksheet – page 2)			
CONFERENCE/TRAINING/MEETIN	NG INFORMA	ATION – attach brochu	re or flyer		
Name of Event					
Date(s)	Location	City/State		County	
NTICIPATED EXPENSES - Lodging.	Meals and Travel	expenses are completed on	Page 2 and will	l auto-fill this page.	
Office-Prepare a PO for Registra	tion	Registrat	tion \$		
I will Self Register	uioii	Lodging	\$		
& Submit for Reimbursement (choose one above)		Meals	\$		
(enouse one desire)		Travel	\$		
	Sub @\$ (=salary + benefits/day)\$				
		Other	\$		
	TOTAL ANTI	CIPATED EXPENSES	\$		
	<u>APPROVED</u>	<u>EXPENSES</u>			
Budget Account Number(s)			\$		
			\$		
Sub Codo			\$		
Sub Code:		_	\$		
PPROVAL SIGNATURES – to be sig	•	•	, and the second	-	
1. Site Administrator	Date	2. Staff Development Coord	linator	Date	
FUNDS AVAILABILITY:		APPROVED:			
3. Assistant Superintendent I		4			
Assistant Superintendent I	Date	Superintendent		Date	
Copy sent to attendee	tor	Copy for Site OVER▶			

ANTICIPATED EXPENSES WORKSHEET

1. 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 meal 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	or reimbursen	nent			
_	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 @ \$56_ Other*	per mile	\$ \$ \$	_		

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	\$59.00	\$59.00	\$69.00	\$64.00	\$69.00	\$69.00
Breakfast daily Breakfast 75%	15.00	15.00	17.00	16.00	17.00	17.00
	12.00	12.00	12.75	12.00	12.75	12.75
Lunch daily	16.00	16.00	18.00	17.00	18.00	18.00
Lunch 75%	12.00	12.00	13.50	12.75	13.50	13.50
Dinner daily Dinner 75%	28.00	28.00	34.00	31.00	34.00	34.00
	21.00	21.00	25.50	23.25	25.50	25.50
First/Last Days daily total 75%	\$44.25	\$44.25	\$51.75	\$48.00	\$51.75	\$51.75