

Printed Name: _____

NCJUSD Travel Reimbursement Claim Form

Attach original receipts for all reimbursable expenses.

Reason for Travel: _____

PO#: _____

City/Location: _____

Dates: _____

Meals

Date: _____ Breakfast: \$ _____ Lunch: \$ _____ Dinner: \$ _____

Date: _____ Breakfast: \$ _____ Lunch: \$ _____ Dinner: \$ _____

Date: _____ Breakfast: \$ _____ Lunch: \$ _____ Dinner: \$ _____

Max per meal: \$13/breakfast, \$17/lunch, \$30/dinner

(A) Meals Total: \$ _____

Lodging

Hotel: _____ Dates: _____

Rate per Day: _____ Number of Nights: _____

(B) Lodging Total: \$ _____

Transportation

Flying: Yes No **Driving:** Yes No **Carpool?** **Personal?** **Taxi/Shuttle:** Yes No

Flights

Airline: _____ Dates: _____

To: _____ From: _____ **(1) Airfare Total: \$ _____**

AUTO

Miles Roundtrip: _____ Price per Mile: \$ _____ **(2) Mileage Total: \$ _____**

(3) Parking Total \$ _____ (4) Taxi/Uber Total: \$ _____ (5) Shuttle Total: \$ _____

(C) Transportation Total: \$ _____

(Total of 1-5)

Grand Total: \$ _____

(Total of A-C)

By signing, I certify this claim is true and correct and was incurred in the performance of my official duties.

Employee Signature

Date

Superintendent Signature

Date

010		0		00				000	
-----	--	---	--	----	--	--	--	-----	--

See reverse for District Reimbursement Policies

NCJUSD Reimbursement Policies

An employee is eligible for meal reimbursement at the per diem rate* while attending any meeting, convention, conference, or seminar on District Business, unless meals are provided by the event. To receive reimbursement, a conference agenda and fully completed "Travel Reimbursement Claim Form" must be submitted to Fiscal Services.

*Meal per diem rates are as follows:

- ✓ Breakfast: \$13.00 (*travel commences prior to 7:00am and extends past 8:30am*)
- ✓ Lunch: \$17.00 (*travel starts prior to 11:30am and extends past 2:00pm*)
- ✓ Dinner: \$30.00 (*travel starts prior to 5:30pm and extends past 7:00pm*)
- ✓ Full Day: \$60.00 (*maximum allowed per day*)

The district will pay reasonable and customary gratuities/tips during district business travel. Tips for meals are included in the standard per diem/meal rates.

Items NOT Covered:

- Snacks, Gum, Candy
- Medicine
- Alcoholic Beverages
- Meal purchased in lieu of Conference provided meal

If you have questions regarding the reimbursement policies or this form, please contact the District Fiscal Services department.