

**LAS VIRGENES UNIFIED SCHOOL DISTRICT
TRAVEL EXPENSE VOUCHER
January 1 - December 31, 2019**

*Staple Receipts to
Back of this Corner*

Claim of: _____
Home Address: _____
City/Zip: _____

Date of Claim: _____
Account No.: _____
School/Dept: _____

Date	Destination & Purpose	Cost per Day - Meals ***				Hotel *	Transportation			Registration	Parking, Taxi, Phone (Explain)**	Total per Day
		B***	L***	D***	Total Meals		Public Carrier/Airfare **	Personal Car @ \$0.58 /mi				
								Miles	Amount (\$)			

Expense amount includes the following people:

TOTAL EXPENSE: _____ \$ _____

Total due Claimant/or Attached Check _____

I hereby certify that this claim meets the provisions of Education code Sections 35172 and 35173 for board members or Education Code Section 44032 for employees and is for actual and necessary expenses in accordance with adopted Governing Board Policy. The supporting receipts and documents are on file in the District Office and available for review. Funds expended do not exceed the amount budgeted for such purposes by the Governing Board.

Funds expended do not include costs for any alcoholic beverages.

Signed: _____
Claimant

* Hotel rate must be within 150% of the GSA lodging rate and include a copy of the GSA rate. Rates are found at the following link:
<https://tinyurl.com/GovernmentLodgingRates>

** Original receipts must be attached

*** Original, *Itemized* Receipts & Explanation required.

The following are maximum reimbursable amounts for individual meals when traveling out of the area for work:

Breakfast: \$ 15.00
Lunch: \$ 20.00
Dinner: \$ 25.00
\$ 60.00

Documentation of travel distance must be attached (i.e., Mapquest) for miles outside district travel and approved lodging rate per the U.S. GSA website (<https://tinyurl.com/GovernmentLodgingRates>).

Approved: _____
Administrator

**Las Virgenes Unified Schools District
Accounting Policies & Procedures**

Travel & Expense Vouchers

Out of District travel & meals must be approved in advance by site principal or centralized department manager.

Original, itemized receipts must be attached. Credit card statements or photos/copies of receipts are not acceptable.

Per Board policy:

- Travel & hotel rates should be requested at government discounts.
- Reimbursement of alcoholic beverages is prohibited at all times.
- Reimbursements are for District employees only.
- All meal and hotel receipts must be itemized to reflect actual purchases.

Reimbursements are not made for any additional items/services through the hotel, other than the actual room and tax. Any room service would be considered as meals, capped at the rates noted below.

Meals are reimbursed at a cap per meal, or if the trip is longer than 24 hours, a “per diem” amount is considered so the employee has flexibility between meals, as long as the conference does not provide a meal.

Current Rates:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$25.00

PER DIEM \$60.00

NEW: The maximum allowance for lodging should be within 150% of the rate stated on the US General Services Administration (GSA) website, which can be found at the following website - <https://tinyurl.com/GovernmentLodgingRates>, for the city you are traveling to. Attach a print out of the GSA rate to your travel voucher form.

For example, if the GSA website shows a rate of \$140 for the city you are staying in, you may book a room up to \$210/night. If you are unable to secure a room for under the calculated limit, the price must be pre-approved by a Cabinet member before booking the room.

All travel vouchers must be signed by employee’s supervisor, and include a budget account number. Any expenses charged to categorical accounts must be appropriate within the grant guidelines and require an additional approval signature from Ed Services.

Travel & Expense vouchers should be completed and sent to Accounts Payable in the District Office within 3 days of returning from travel.

	AC STELLE	AE WRIGHT	AGOURA HIGH SCHOOL	BAY LAUREL	CALABASAS HIGH SCHOOL	CHAPARRAL	DISTRICT OFFICE	LINDERO CANYON	LUPIN HILL	ROUND MEADOW	SUMAC/MARIPOSA	WHITE OAK	WILLOW	YERBA BUENA
AC STELLE	0	7.4	10.3	4.7	0.6	0.5	7.4	13.0	7.6	4.7	11.6	13.9	11.6	12.9
AE WRIGHT	7.4	0	4.5	5.2	7.0	7.4	0.0	7.3	2.4	5.1	5.9	8.1	5.9	7.3
AGOURA HIGH SCHOOL	10.3	4.5	0.0	8.0	9.7	10.0	4.3	2.7	5.7	6.2	1.2	4.5	1.4	2.9
BAY LAUREL	4.7	5.2	8.0	0.0	5.3	4.7	5.2	11.5	5.8	2.5	10.1	12.3	10.1	10.7
CALABASAS HIGH SCHOOL	0.6	7	9.7	5.3	0.0	0.6	7.0	12.6	7.2	4.3	10.9	13.5	10.9	12.3
CHAPARRAL	0.5	7.4	10.0	4.7	0.6	0.0	7.4	13.0	7.6	4.7	11.6	13.9	11.6	12.7
DISTRICT OFFICE	7.4	0	4.3	5.2	7.0	7.4	0.0	7.3	2.4	5.1	5.9	8.1	5.9	7.2
LINDERO CANYON MS	13	7.3	2.7	11.5	12.6	13.0	7.3	0.0	8.0	10.7	2.7	2.2	2.7	0.6
LUPIN HILL	7.6	2.4	5.7	5.8	7.2	7.6	2.4	8.0	0.0	5.3	6.6	8.9	6.6	8.3
ROUND MEADOW	4.7	5.1	6.2	2.5	4.3	4.7	5.1	10.7	5.3	0.0	9.3	11.6	9.3	8.8
SUMAC/MARIPOSA	11.6	5.9	1.2	10.1	10.9	11.6	5.9	2.7	6.6	9.3	0.0	4.4	0.5	2.7
WHITE OAK	13.9	8.1	4.5	12.3	13.5	13.9	8.1	2.2	8.9	11.6	4.4	0.0	4.4	2.6
WILLOW	11.6	5.9	1.4	10.1	10.9	11.6	5.9	2.7	6.6	9.3	0.5	4.4	0.0	2.8
YERBA BUENA	12.9	7.3	2.9	10.7	12.3	12.7	7.2	0.6	8.3	8.8	2.7	2.6	2.8	0.0