



Petaluma City Schools

Travel and Conference Application Form

Employee Name: _____ Date: _____

Title: _____ School/Dept: _____

I understand that after the conference, an Employee Travel and Conference Reimbursement form must be submitted by the end of the month in which travel occurs and that all expenditures must be itemized on that claim, with original receipts attached. Meal reimbursements (incl. up to 15% in tips) must be the **itemized copy**. All other receipts must have your name and last 4 digits of your credit card - otherwise a bank statement with the expenses may be submitted, everything else can be redacted.

**Some expenses such as flight insurance, seat upgrades, express lane tolls and alcohol are non-reimbursable. If you are unsure about an expense, please check with your admin. More: [BP-3350](#)*

Purpose of Travel: _____

Destination: _____

Date of Departure: _____ Date of Return: _____

ESTIMATED COSTS - include attachments to this application for estimates and an agenda for the conference you are attending.

Conference;Registration Fee: Self-Paid Paid by PO \$ _____

Transportation Costs: *This defaults to the cheapest expense. ie: if you choose to drive but a flight is cheaper, you will get reimbursed for the cost of a flight.*

Air Auto \$ _____

Overnight Accommodations: _____ nights at \$ _____ \$ _____

Meal reimbursements per day - *unless provided by the event*

_____ Breakfast (\$13) \$ _____

_____ Lunch (\$15) \$ _____

_____ Dinner (\$26) \$ _____

Substitute Days Needed: _____ (*full day \$200, half day \$120*) \$ _____

Other Expenses (parking, toll, mileage, etc):

_____ \$ _____

_____ \$ _____

Total: \$ _____

BUDGET CODE: _____

Employee Signature: _____ Date: _____

Principal/Supervisor Signature: _____ Date: _____

Chief Business Official Signature: _____ Date: _____

(01/24)