



Conference/Workshop Reimbursement Guidelines

Actual and Necessary Expenses:

All travel outside of Tehama County requires pre-approval (*refer to CUESD Travel Process Overview*). Employees will be reimbursed only for actual and necessary expenses. All expenses should be based on the most economical form of travel. Original receipts must be included with the reimbursement claim.

Transportation Expenses:

If the district did not pay for travel expenses (airfare), itemized proof of payment must be attached to the Conference/Workshop Reimbursement Form.

Travelers are advised to refuel rental cars themselves prior to returning the vehicle to prevent the unnecessary high refueling costs charged. Itemized receipts must be attached when reimbursement for rental car gasoline expense are claimed. The following are non-reimbursable expenses when renting vehicles:

- Personal Accident Insurance (PAI)
- Personal Effects Insurance (PEI)
- Liability Insurance
- Traffic fines and violations (e.g., speeding, illegal parking)
- Towing charges related to traffic violations (e.g., illegal parking)

The district will reimburse employees for the use of a privately owned vehicle at the current **IRS rate .655 cents per mile**. Employees shall attach a google map siting round trip mileage from work site or home whichever is less (see examples below). The **Round-Trip Mileage Table** can be used (miles are factor from Corning to the listed city).

Anderson	76 Miles
Chico	56 Miles
Gridley	115 Miles
Marysville	150 Miles
Monterey	550 Miles
Oroville	100 Miles
Rancho Tehama	43 Miles
Red Bluff	40 Miles
Redding	100 Miles
Reno	400 Miles
Sacramento	250 Miles
San Francisco	375 Miles

Example 1

Employee lives in Chico and is going to a seminar in Red Bluff. The employee will be reimbursed mileage from their assigned work site to Red Bluff.

Example 2

Employee lives in Chico and is driving to a seminar in Sacramento. The employee will be reimbursed mileage from their home to Sacramento (assuming that they do not travel to the District or their assigned work site before or after traveling to Sacramento).

Parking, Bridge Tolls, Taxi, Shuttle, Etc.

Such expenses may be claimed and itemized; original receipts shall be attached to the Travel Reimbursement Form.

Hotel/Lodging:

An itemized original receipt is required even if paid with District credit card. If the district did not pay, lodging may be claimed and itemized proof of payment must be attached to the Travel Reimbursement Form.

Meals and Incidentals:

Employees will be reimbursement for only the approved per diem rate even if meal costs exceed that amount. Itemized receipts shall be attached to the Travel Reimbursement Form. Meal reimbursement shall not include alcoholic beverages and tips or gratuities exceeding 15%.

Breakfast	\$ 13.00
Lunch	\$ 15.00
Dinner	\$ 26.00
Incidental	\$ 5.00
Maximum Per Day	\$ 59.00

Acceptable Meal Timelines:

Breakfast: may be claimed if travel began at or prior to 7:00 a.m. and terminated at or after 9:00 a.m.

Lunch: may be claimed if travel began at or prior to 11:00 a.m. and terminated at or after 2:00 p.m.

Dinner: may be claimed if travel began at or prior to 5:00 p.m. and terminated at or after 7:00 p.m.

Incidental Expenses

The district will reimburse \$5 per day for allowable incidental expenses.

Registration

If the district did not pay for conference registration, itemized proof of payment along with a conference flyer must be attached to the Travel Reimbursement Form.