CENTRAL LINN SCHOOL DISTRICT

CONFERENCE/WORKSHOP REIMBURSEMENT REQUEST

Name: _____ Building: _____

Name of Conference/Workshop: _____

Date(s) of Conference/Workshop: _____

Location of Conference/Workshop: _____

Administrator Signature: _____ Date: _____

Select One:

☐ **Travel Advance for Meals**
- Travel Advance allows employees to receive the IRS established per diem rate for meals prior to attending a conference. If you select this option, your W2 will reflect any advance distribution as gross wages.

☐ **Travel Reimbursement for Meals**
- To be reimbursed for eligible meals, you must have an itemized meal receipt; alcoholic purchases are not allowable for reimbursement.

_____

Employee Signature Date

Substitute	Date(s): _____ ☐ Half day(s) ☐ Full day(s)	Substitute Verfied: ☐ Yes ☐ No	
Registration ☐ Advance	☐ Paid by employee (proof of payment required) ☐ Paid with district credit card ☐ Paid with Purchase Order ☐ Other: _____		$_____
Meals ☐ Advance	To estimate per diem see www.gsa.gov/travel (attach proof of per diem rates) # Breakfasts _____ # Lunches _____ # Dinners _____		$_____
TOTAL			$_____

OFFICE USE ONLY ☐ Verified Per Diem

_____ _____

Return this completed form to:
Business Office
Revised March 2023

INSTRUCTIONS FOR COMPLETING TRAVEL FORM

ALL REIMBURSEMENT REQUIRES PROOF OF PAYMENT AND PROOF OF PER DIEM RATES

Some items may be reimbursed/paid to employee prior to the conference by checking the "Advance" box. Reimbursement request forms must be received in the Business Office no later than 15 business days prior to the event for advance payment.

Substitute Information

- Indicate the date(s) that you will need a sub and if it will be for a full day or half day.
- Enter your absence in Aesop well in advance of your conference/workshop.
- Ensure you have a substitute for the days you are gone. The District may, in some instances, require you to work if coverage cannot be found.

Registration and Schedule

- Attach a copy of the registration receipt, flight schedule if applicable and conference schedule to this form. Business Office will use conference schedule and flight information to verify per diem calculation.

Meal Costs

Steps to obtain per diem rates:

- Go to www.gsa.gov/travel
- From the top right, select "Per Diem Look Up"
- Select the location and year
- Print the M&IE Breakdown rate sheet for this location and date
- The amount at the far right (M&IE) is what you will use to look up meal costs on the M&IE Breakdown rate sheet

You cannot request reimbursement for meals that are provided for you at the conference/workshop or for meals that may be provided with lodging (continental breakfasts).

Other Costs

- Itemized receipts are required for all "other" expenses.

Return the completed form to:
Central Linn District Office