

**KLAMATH FALLS CITY SCHOOLS
CONFERENCE REQUEST & TRAVEL EXPENSE FORM**

Employee name: _____ Date: _____
 School or Dept: _____
 Date, Title/Location of conference (attach agenda): _____

PRE-APPROVAL OF ESTIMATED EXPENSES: List the estimated expenses as follows:

Registration _____ Meals _____ Lodging _____ Transportation _____
 Proposed Account Number: _____ Total amount: _____

 Signature of approving administrator

 Date of approval

TO BE COMPLETED AFTER CONFERENCE – ACTUAL EXPENSES TO BE REIMBURSED

MEALS & LODGING

- A. Standard rates, *no receipts required*: BREAKFAST = \$7.00, LUNCH = \$7.00, DINNER = \$16.00
- B. Higher rates for Portland, Eugene & Salem **WITH ITEMIZED RECEIPTS**: BREAKFAST = \$9.00, LUNCH = \$9.50, DINNER = \$23.50
- C. Out-of-state rates, *no receipts required*: BREAKFAST = \$9.00, LUNCH = \$9.50, DINNER = \$23.50
- D. **NON-REIMBURSABLES**: (1) Meals that are included in the conference or provided by the hotel. If you choose to dine elsewhere at a time that a meal has been provided by the conference/hotel it will be at your own expense. (2) Day of departure/return: Breakfast/dinner should be at home as with any other work day (unless travel status extends 2 hours beyond regular scheduled work shift). (3) Meals for day trips (when an overnight stay is not required).

Date (time*)	Location (City/St)	Breakfast	Lunch	Dinner	Total Meals		Lodging (attach receipts)
*time of departure/arrival home :					\$		\$

MILEAGE: Check one: Rental Vehicle (attach fuel receipts)

 Personal Vehicle (per ODOT chart, www.oregon.gov/ODOT/TD/TDATA/rics/docs/MileageChart.pdf - .545 cents per mile)

Date	Explanation	Miles	Amount
TOTAL			

TRANSPORTATION/FARES (attach receipts)

Date	Explanation (airfare, baggage, taxi/shuttle)	Amount
TOTAL		

MISCELLANEOUS (attach receipts)

Date	Item, Fee, etc.	Amount

TOTALS:

Meals	\$
Lodging	\$
Mileage	\$
Fares	\$
Misc	\$
Total	\$

Employee signature: _____
Principal/Administrator Approval _____
Account No: _____ Amount _____
Business Manager Approval _____

REQUIRED ATTACHMENTS, SIGNATURES, ACCOUNT NUMBERS: (This form will be returned if this information is not included).

- 1. Lodging receipts (even if district credit card paid)
- 2. Itemized meal receipts (if claiming higher rates)
- 3. Receipts for misc. fees, taxis/shuttles
- 4. The conference agenda

SIGNATURES: 1. Employee 2. Principal/administrator (assign the account number).