

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

(effective January 1, 2020)

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. Per Diem (meal) rates are paid in accordance with General Service Administration (GSA). No receipts are required. Use the following web address to determine your rate: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>
- B. **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) Meals for day trips (when an overnight stay is not required).

Date	Location (City, County, St)	Breakfast	Lunch	Dinner	Total	Lodging (attach receipt)

MILEAGE: Check one: Rental Vehicle (attach fuel receipts)
 Personal Vehicle (compute per ODOT chart, www.oregon.gov/ODOT/TD/TDATA/rics/docs/MileageChart.pdf x IRS rate .575)

Date	Explanation	Miles	Amount
TOTAL			

MISC FEES & FARES (attach receipts)

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

TOTALS:

Meals	
Lodging	
Mileage	
Fees/Fares	
Misc	
Total	

Employee signature: _____
Principal/Administrator Approval _____
Account No: _____ Amount _____
Director of Operations 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 receipts for misc fee/fares 3. Conference agenda
 4. Employee signature 5. Principal/administrator signature, and 6. Assign the account number). Form updated: 01-01-2020