

TRAVEL VOUCHER

Central California Conference Office of Education

Name _____ Address _____

City _____ State _____ Zip _____

Date of event: _____ Date Submitted: _____

Please check (***use separate voucher for each event***):

☐ Board of Education

☐ Interview

☐ Mentor Teacher Program

☐ Moving

☐ Principals' Council

☐ Union Education Councils

☐ Other _____

Travel from _____ to _____

Total mileage for round trip _____ x 39 cents \$ _____

Motel: Number of nights _____ (Please attach receipts) _____

Per Diem: Number of days _____ _____

Moving Allowance _____

Other _____

TOTAL _____

FOR OFFICE USE ONLY

ACCOUNT NUMBER	AMOUNT	ACCUM #
TOTAL AMOUNT DUE		

AUTHORIZED BY: _____ DATE: _____

(See reverse side for transportation policy.)

TRANSPORTATION POLICY

Authorized Travel and Moving Allowances:

1. **Mileage:** Thirty-nine cents per mile via most direct route.
2. **Motel Expense.** Reportable when required either by distance traveled in excess of 500 miles per day, or where authorized meetings are held and no lodging is provided. Report actual expense. **Note**--receipts must be presented for reimbursement.
3. **Meals (flat rate per diem):** \$44.00, single; \$66.00, couple (when authorized); \$22.00 each child.
4. **Air fare** is paid for economy class.
5. **Moving allowance.** Employee, \$650; spouse, \$650
6. **Automobile expenses:** The following expenses will be reimbursed for both the employee's vehicle and the spouse's vehicle (when applicable): (1) mileage at current rate, (2) unamortized license/registration fees from previous state of residence (provide copy of registration).

Teacher's Convention and In-Service Meetings:

These are considered reimbursable expenses and will be paid on the same basis as authorized travel with the exception that per diem and lodging are paid only when specified in advance.

7/1/2015