

# 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*):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Board of Education | <input type="checkbox"/> Interview           | <input type="checkbox"/> Mentor Teacher Program   |
| <input type="checkbox"/> Moving             | <input type="checkbox"/> Principals' Council | <input type="checkbox"/> Union Education Councils |
| <input type="checkbox"/> 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.

07/01/2013