



COLUSA COUNTY OFFICE OF EDUCATION

Michael P. West, County Superintendent of Schools
 345 5th Street, Suite A, Colusa CA 95932
 mwest@ccoe.net p 530.458.0350 f 530.458.8054

Travel Expense Claim Form

NAME: _____ DATE OF CLAIM: _____

ADDRESS: _____

DATES: From: _____ To: _____ Employee ID _____

CONFERENCE NAME / PURPOSE OF TRIP: _____

| | Sun | Mon | Tue | Weds | Thu | Fri | Sat | TOTAL |
|---|--|-----|-----|------|-----|-----|-----|-------|
| DATE | | | | | | | | |
| Hotel* | | | | | | | | |
| Transportation* | | | | | | | | |
| Parking Fees* | | | | | | | | |
| Tolls* | | | | | | | | |
| Miles Traveled* | | | | | | | | |
| Mileage @ /mile | | | | | | | | |
| **Per Diem | **Receipts are not required for per diem meals & incidentals (M&I) | | | | | | | |
| Breakfast (\$16) | | | | | | | | |
| Lunch (\$17) | | | | | | | | |
| Dinner (\$31) | | | | | | | | |
| Incidentals (\$5) | | | | | | | | |
| SUBTOTAL | | | | | | | | |
| LESS PREPAID EXPENSES AND CASH ADVANCES | | | | | | | | |
| TOTAL CLAIM | | | | | | | | |

***DETAILED RECEIPTS/BACK-UP MUST BE ATTACHED TO VERIFY THE ABOVE EXPENSES (EXCEPT M&I).**

Per Diem Meals on first and last day of travel are pro-rated based on time of travel, maximum reimbursable M&I is \$51.75/travel day. See Superintendent's Policy 4330.00 for pro-rata allowance details on travel days.

Breakfast is between 7:00 AM and 10:00 AM; Lunch is between 11:00 AM and 2:00 PM; Dinner is between 5:00 PM and 8:00 PM.

**A banquet breakfast, luncheon or dinner, which is an official part of a conference and for which there is a prescribed fee, may exceed a meal limitation amount and may be reimbursed at actual cost with a receipt. If a meal is provided as part of the conference, that meal shall not be paid to the employee.

I hereby certify that the above are actual and necessary expenses incurred during the course of official duties.

Signature of Claimant

Signature of Authorizer

Budget Code(s):

| FD - RESC - YR - OBJT - GOAL - FUNC - SCH - BDRS - TYPE | % |
|---|---|
| XX XXXX X XXXX XXXX XXXX XXX XXXX XXXX | |
| | |
| | |