

Hesperia Unified School District
Conference Request Summary Form

Note: Conference attendee to complete all white areas. Gray areas are to be completed by office personnel.

Site or Department: _____	ID Request Number: _____
For Board Conference Report	Board Approval Date: _____ (attach proof of Board Approval)
A. Conference Information	Registration Cost (obj 5200): _____

Conference Vendor: _____

Conference Title: _____

Conference Dates: _____

Conference Location: _____

Attendee(s)	1. _____	2. _____	3. _____	4. _____
	5. _____	6. _____	7. _____	8. _____
	9. _____	10. _____	11. _____	12. _____
	13. _____	14. _____	15. _____	16. _____

Payment Info:	CalCard	Cardholder's Name: _____
	Request Direct Payment	Requisition Requisition Number: _____

B. Transportation Information (Funding Only)		Transportation Cost (obj various): _____
Personal Car:	Yes – with reimbursement (IRS rate per mile – obj 5202)	Yes – no reimbursement No
District Car (.65 per mile – obj 5711):	Yes Pick-up Date: _____	Return Date: _____ No
Airport or Hotel Shuttle and/or Parking	Yes No	
Rental Car (obj 5200):	Yes No	Reservation Number: _____
If Yes, Rental Car Dates:	Pick-up Date: _____	Return Date: _____
Air Travel (obj 5200):	Yes No	Reservation Number: _____
If Yes, Flight Dates:	Departure Date: _____	Return Date: _____

Payment Info:	Cardholder/Employee Name: _____
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C. Substitute Information	Substitute Cost (obj various): _____
Is Substitute Needed (obj 1140 or 2140):	Yes No
If Yes, Please List All Dates Needed: _____	

D. Lodging Information	Lodging Cost (obj 5200): _____
Is Lodging Needed (obj 5200):	Yes No
Lodging Name: _____	Lodging Location: _____
Lodging Dates: _____	Arrival Date: _____ Departure Date: _____
Share Room With: _____	Reservation Confirmation Number: _____

Payment Info:	CalCard/District Mastercard	Cardholder/Employee Name: _____
	Employee Reimbursement	

E. Meal Allowance	Estimated Meal Cost (obj 5201): _____
Are Meals Allowable (obj 5201):	Yes No

Payment Info:	CalCard/District Mastercard	Cardholder/Employee Name: _____
	Employee Reimbursement	

F. Funding Information	Total Estimated Cost For This Conference: _____
Section A - Conference Registration Acct Nmbr (obj 5200):	Cost: _____
Section B - Transportation 1 Acct Nmbr (obj 5200):	Cost: _____
Section B - Transportation 2 Acct Nmbr (obj 5202):	Cost: _____
Section B - Transportation 3 Acct Nmbr (obj 5711):	Cost: _____
Section C - Certificated Substitute Acct Nmbr (obj 1140):	Cost: _____
Section C - Classified Substitute Acct Nmbr (obj 2140):	Cost: _____
Section D - Lodging Acct Nmbr (obj 5200):	Cost: _____
Section E - Meals Acct Nmbr (obj 5201):	Cost: _____

G. Approvals			
Dept Chair: _____	Date: _____	Admin/Supervisor: _____	Date: _____
Cat. Programs: _____	Date: _____	Special Services: _____	Date: _____
Ed. Services: _____	Date: _____	Business Services: _____	Date: _____

Guidelines for Conference and Travel Expenses Reimbursement

Only allowable employee expenses will be reimbursed to the participant, if original itemized receipts are submitted with the Reimbursement Request for Conference and Travel Expenses form.

Allowable **With prior supervisor approval** - indicated by their signature on this form
Meals (maximum daily meal allowance shall be \$80; and no single meal over \$40) with itemized receipts
Travel (air or other) Mileage to a conference will be reimbursed at the applicable rate, but in no case will the reimbursement exceed the cost of round-trip airfare to the conference destination.
HUSD business telephone calls and wireless internet charges at the supervisor's discretion
Reimbursement allowed for telephone, fax, internet, computer time and each additional cost over \$5
Institutional memberships
Meals taken in travel to/from an airport to home are at the supervisor's discretion
Other incidental minor costs may be approved for reimbursement
Registration fee, if not paid in advance by the District
Taxi, bus or other shuttle (for conference needs)
Car rental (car upgrades must be paid by employee)
Lodging
When traveling by air: the cost of one (1) checked bag; an early check in fee up to \$15 (unless using Categorical funds)
Not Allowable
Airfare up-grades (must be paid for by employees)
Liquor
Personal telephone calls
Snacks (which are not meals)
Movie rentals
Meals will not be reimbursed before or after employee returns from conference or meeting
Memberships for individuals
Cost for continuing education units
Conference related dances, other entertainment or tours are not authorized for district payment

- Every effort should be made to carpool in an instance where multiple employees are attending the same conference. WiFi access should also be shared when possible to reduce costs.
- All receipts must be itemized.
- If you are unable to attend a conference, please notify your site secretary so she can make every attempt to cancel your reservation to obtain a refund. You must also notify your principal or supervisor.
- If you become ill at the last minute and lodging has been reserved for you, you must contact your site secretary immediately so the lodging reservation can be cancelled (otherwise the attendee will be charged for the first night).
- If travel requires the purchase of airline tickets, the attendee must use them; otherwise, the attendee will be responsible for the cost of the ticket.
- Do not attend the conference unless you have received confirmation.
- To misrepresent actual expenses or other information on a receipt is illegal.

The authorized traveler may not purchase or charge expenses other than those authorized in BP/AR 3350. Misuse or abuse of district travel guidelines may result in cancellation of any or all travel privileges, and/or cancellation of the use of a district credit card and disciplinary action, which may include personal liability and termination. Employees will reimburse all unauthorized purchases to the district.

*For additional information or questions contact: Administrative Services
(760) 244-4411 x7201*