

# 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:	FOR BOARD APPROVAL:	FOR BOARD CONFERENCE REPORT:
<b>A. CONFERENCE INFORMATION</b>	<b>D. LODGING INFORMATION</b>	
CONF TITLE: _____	LODGING REQUIRED: <span style="float: right;">No                      Yes</span>	
VENDOR: _____	LODGING LOCATION: _____	
CONF DATE(S): _____	DATE OF ARRIVAL: _____	
CONF LOCATION: _____	DATE OF DEPARTURE: _____	
ATTENDEE (PRINT NAME): _____	SHARE ROOM WITH: _____	
PURPOSE (LINKED TO INCREASED STUDENT ACHIEVEMENT): _____		
PROCESSED BY: <span style="float: right;">SITE                      DISTRICT OFFICE</span> CALCARD      CARDHOLDER'S NAME: _____ REQUISITION                      NUMBER: _____	PROCESSED BY: <span style="float: right;">SITE                      DISTRICT OFFICE</span> RESERVATION CONFIRMATION NUMBER: _____ CALCARD      CARDHOLDER'S NAME: _____ REQUISITION                      NUMBER: _____	
<b>B. TRANSPORTATION INFORMATION</b>	<b>E. FUNDING INFORMATION (ESTIMATE ONLY)</b>	
PERSONAL CAR (.55/PER MILE): <span style="float: right;">YES                      NO</span>	Sub Acct      RES TITLE: _____ 01-      -0-      -      -1140-      -	
DISTRICT CAR (.65/PER MILE): <span style="float: right;">YES                      NO</span>	Conf Exp Acct      RES TITLE: _____ 01-      -0-      -      -5200-      -	
IF YES, DATE(S) NEEDED: _____	COST OF REGISTRATION: \$ _____	
TIME OF VEHICLE PICKUP: _____	LODGING (ADD 15% TAX): \$ _____	
TIME OF VEHICLE RETURN: _____	ESTIMATED MEAL EXPENSE (IF SSC APPROVED): \$ _____	
AIR TRAVEL (MIN ESTIMATE \$200/ROUNDTRIP): <span style="float: right;">YES                      NO</span>	TRANSPORTATION: \$ _____	
DEPARTURE DATE/TIME: _____/_____/_____ TIME: _____ A.M. / P.M.	SUBSTITUTE (IF YES, ADD \$120/PER DAY): \$ _____	
RETURN DATE/TIME: _____/_____/_____ TIME: _____ A.M. / P.M.	<b>TOTAL ESTIMATED EXPENSES</b> \$ _____	
PROCESSED BY: <span style="float: right;">SITE                      DISTRICT OFFICE</span> CALCARD      CARDHOLDER'S NAME: _____	<b>F. APPROVALS (TO BE INITIALED)</b>	
<b>C. SUBSTITUTE INFORMATION</b>		
IS A SUBSTITUTE NEEDED? <span style="float: right;">YES                      NO</span>	PRINCIPAL: _____ DATE APPR'VD _____/_____/_____ DATE REC'VD _____	
IF YES, GIVE DATE(S) _____/_____/_____ THRU _____/_____/_____	CAT PRGRMS: _____ DATE APPR'VD _____/_____/_____ DATE REC'VD _____	
ON THE BLACKOUT CALENDAR? <span style="float: right;">YES                      NO</span>	SPEC SRVCS: _____ DATE APPR'VD _____/_____/_____ DATE REC'VD _____	
HAS SUB-LINE BEEN NOTIFIED? <span style="float: right;">YES                      NO</span>	ED SRVCS: _____ DATE APPR'VD _____/_____/_____ DATE REC'VD _____	
(RESPONSIBILITY OF ATTENDEE)	BUS SRVCS: _____ DATE APPR'VD _____/_____/_____ DATE REC'VD _____	
JOB NUMBER: _____	ADMN SRVCS: _____ DATE APPR'VD _____/_____/_____ DATE REC'VD _____	

## HESPERIA UNIFIED SCHOOL DISTRICT

### Guidelines for Conference and Travel Expenses Reimbursement

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

ALLOWABLE	NOT ALLOWABLE
Meals (maximum daily meal allowance shall be \$60; and no single meal over \$35) with Itemized Receipts	Liquor
Travel** (air or other)	Personal Telephone Calls
Airfare Up-Grades (must be paid for by employee)	Snacks (which are not meals)
HUSD Business Telephone Calls	Video Rentals
Reimbursement Allowed for Telephone, Fax, Computer Time and Each Additional Cost Over \$5	Meals will not be reimbursed before travel begins or after employee returns from conference or meeting.
Reimbursement Allowed for Reasonable Costs of Meal Service and Valet Service	
Other Incidental Minor Costs May be Approved for Reimbursement	Meals taken in travel to/from an airport to home are not allowed.
Registration Fee if Not Paid in Advance by District**	
Taxi, Bus or Other Shuttle (for conference needs)	
Car Rental**	
Lodging**	

\*\* With Prior Approval

- ⊗ If you are unable to attend a conference, please find a replacement or notify your site secretary so that 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 that she can cancel the lodging reservation (otherwise, the participant will be charged for the first night).
- If travel requires the purchase of airline tickets, the participant must use them; otherwise, the participant will be responsible for the cost of the tickets.

***TO MISREPRESENT ACTUAL EXPENSES OR OTHER INFORMATION ON A RECEIPT IS ILLEGAL.***

Any questions, please contact:

Cathy Gomez  
Administrative Services  
(760) 244-4411, Extension 7201