

CONFERENCE & OVERNIGHT TRAVEL REIMBURSEMENT

FORM INSTRUCTIONS

[BOARD POLICY 6.106](#)

This form is for Professional development related travel such as conferences and training. It is also used for overnight business travel when rendering services to districts that are out of town.

The Conference Reimbursement form in excel has certain cells locked, to prevent changes to the formulas. Please do not attempt to alter the form and only enter data where the form allows.

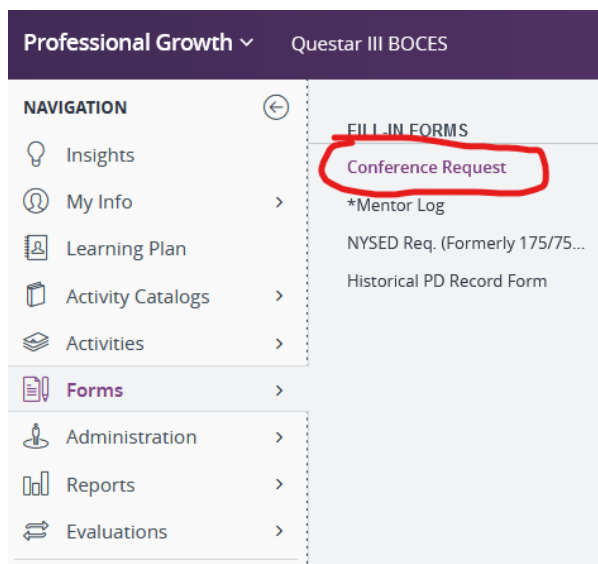
*All expense claims **must** contain an original signature by the staff and by the supervisor/budget manager. An electronic signature will only be accepted if an email from the claimant is attached evidencing that the claimant is submitting.*

Incorrect or missing items will delay the processing of your reimbursement. Thank you.

ALL CLAIMS MUST HAVE ATTACHED:

***FRONTLINE PROFESSIONAL GROWTH APPROVAL** is also required with the claims package. This will show that the conference was approved by your supervisor for you to attend. Without this approval, your claim will not be paid.

You can fill out your conference request by either going to the Questar site and use the link under Staff for Professional Growth or just go to: [Frontline Login](#).



PART A OF THE CONFERENCE REIMBURSEMENT FORM:

A. LODGING, MEALS (Attach all receipts): (75% GSA PER DIEM RULE APPLIES FOR FIRST & LAST TRAVEL DAY)

**** CLICK HERE FOR GSA PER DIEM RATES ****

Date:	Room	Meals/ Per Diem*	Total
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL BLOCK A:			\$ -

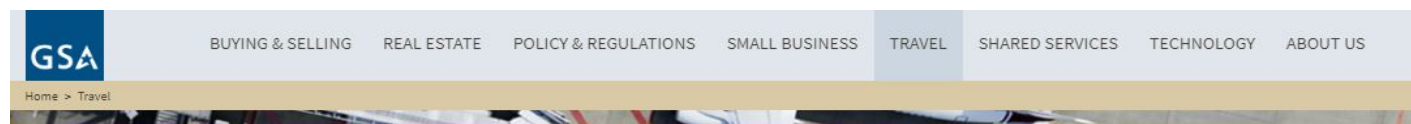
Per diem rates are calculated at 75% on the first and last day of travel, and can be found here:

<https://www.gsa.gov/travel-resources>. (The link is also included directly on the conference travel form and can also be accessed from that). **Proof of stay should be attached.**

MEAL BREAKDOWN –

***PLEASE BE AWARE:** IF ANY MEALS ARE INCLUDED IN YOUR DAY – PER DIEM SHOULD BE PRORATED THE GSA WEBSITE WILL BREAKDOWN THE EXPENSES FOR EACH MEAL ** See images below ** the first tab will give you the breakdown (Per Diem) the second Tab (Meals & IE) breakdown. If meals are provided on the 1st or last day this must also be prorated.

EXAMPLE: Albany Per Diem is \$61.00 per day and first and last day travel are \$45.75. Say that lunches are provided on the 2nd and last day. You will deduct \$16.00 for lunch from those amounts.



Per Diem	Meals & IE	Airfares	Hotels	POV Mileage	
Meals & Incidental Expenses					
This table lists the six M&IE tiers in the lower 48 continental United States. Use the Per Diem rates tab above to look up a travel location and find its total M&IE. Locate that amount in the first "Total" column of the table below. The corresponding row provides specific meal breakdowns for the tier. The portion of the M&IE rate provided for incidental expenses is currently \$5 for all tiers.					
M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
\$55	\$13	\$14	\$23	\$5	\$41.25
\$56	\$13	\$15	\$23	\$5	\$42.00
\$61	\$14	\$16	\$26	\$5	\$45.75
\$66	\$16	\$17	\$28	\$5	\$49.50
\$71	\$17	\$18	\$31	\$5	\$53.25
\$76	\$18	\$19	\$34	\$5	\$57.00
Refer to the breakdown of meals and incidental expenses (M&IE) for full details on current federal allowances in the continental United States.					

PART B OF THE CONFERENCE REIMBURSEMENT FORM:**B. TRAVEL - MILEAGE**

Date:	From	To	Miles Total	Deduct Commute	Total Miles Reimbursed per QIII policy	IRS Rate .585 / mile
					-	\$ -
					-	\$ -
					-	\$ -
					-	\$ -
					-	\$ -
					-	\$ -
					-	\$ -
					TOTAL BLOCK B:	\$ -

****IF YOU LEAVE FROM HOME TO THE DESTINATION DURING THE WORK WEEK or Vice Versus*** – you must put “Home” to “Location” and deduct your commuting miles. IF you leave from your main work location, then your commuting miles have been satisfied for that day. Example: “10 Empire” to “location”.

Please do not round your mileage. ALL maps must be accompanied within the claims package if the standard mileage grid is not used, including commuting miles, if applicable. **No exceptions.**

PART C OF THE CONFERENCE REIMBURSEMENT FORM:**C. OTHER CONFERENCE EXPENSES - Tolls, Parking , Taxi fares, Uber etc. (Attach all original receipts):**

Date:	Specify	Total
		TOTAL BLOCK C: \$ -

Please include all **ORIGINAL RECEIPTS** – this includes UBER, PARKING, TOLLS, etc.

EZ Pass statements are the exception and must reflect the date the transaction occurred.

Complete packet is as follows:

- Proof of stay – hotel receipt/bill.
- Per Diem calculations if applicable
- Conference Agenda – please note if meals are included – that includes continental breakfasts
- Commute map if applicable and travel maps
- Tolls / Receipts

Please print out your form, enter your official work location, sign, date; and submit to your supervisor for signature.

If any of these items are missing or is incorrectly calculated, your claim will be returned to your supervisor for proper completion.