

**SANTA CRUZ COUNTY OFFICE OF EDUCATION
REQUEST FOR AUTHORITY TO TRAVEL**

Name: _____ Department: _____

Name of Conference: _____

Location of Conference: _____ Date(s): _____

ESTIMATED CONFERENCE COSTS

(Copies of paid registration and itinerary are required)

Registration Fees Paid To:		\$
Lodging Fees Paid To:		\$
Transportation Fees Paid To:		\$
Meals Paid To:		\$
Total Estimated Costs:		\$

Is an advance requested?(circle one) YES NO Amount \$ _____ *

*May not exceed 80% of estimated employee out of pocket expenses

Meal Reimbursement Rates - All meal reimbursement claims are to be for the actual amount of expense (including gratuities) up to the maximum total allowed. The total amount allowed is dependent on the time of travel. When the elapsed time of authorized trips exceeds more than one meal, it is allowable to combine the total meal maximums into a daily maximum total instead of maximum per meal.

Event	Cost	Requirements
Breakfast	Actual expense up to \$15	Breakfast is reimbursable if overnight stay is required and the employee is returning to the area after 9:30 a.m.
Lunch	Actual expense up to \$20	Lunch is reimbursable if the employee will be out of the area before 11 a.m. and after 2 p.m.
Dinner	Actual expense up to \$30	Dinner is reimbursable if the employee will be returning to the area after 6:30 p.m.

Employee: _____ Account(s) #: _____
Signature _____

Pre-approved: _____ Verified by Fiscal Services (initials): _____

Program Manager

Superintendent/Deputy

Deputy Superintendent/CBO

Date: _____

Date: _____

Date: _____

SANTA CRUZ COUNTY OFFICE OF EDUCATION

CLAIM FOR REIMBURSEMENT – ACTUAL EXPENSES

Registration Fees:	\$
Lodging:	\$
Transportation: (Receipts required, i.e. flights, taxis, Uber, etc.)	\$
Transportation - Personal _____ miles @ _____: (Google map is required)	\$

Meals (Itemized receipts are required):

Date	Breakfast	Lunch	Dinner	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
			Total for all meals:	\$

Total for conference costs:	\$
Total for meals:	\$
Less amount advanced:	\$
NET AMOUNT DUE:	\$

I ATTEST THAT THIS CLAIM IS TRUE AND CORRECT:

Employee Signature

Date

REIMBURSEMENT APPROVED:

Deputy Superintendent/CBO

Date

SANTA CRUZ COUNTY OFFICE OF EDUCATION

INSTRUCTIONS FOR REQUEST FOR AUTHORITY TO TRAVEL:

1. **Education Code Sections 1080(b), 1081 and 1942 provide that actual and necessary travel expenses may be reimbursed to Santa Cruz COE employees.** Complete request for authority to travel form and attach a copy of your conference itinerary, meeting agenda, registration form, etc. as back up. Forward this form and the supporting documents to your Program Manager and Associate/Deputy Superintendent for approval before submitting to the Business Department for the CBO's approval. If travel is out-of-state, the Superintendent's approval is also required. Approval to travel is required no less than five (5) days prior to travel.
2. If you want to prepay your registration, please complete the "Pay to" section of the form under "ESTIMATED CONFERENCE COSTS" and include the amount. Unless otherwise requested by the employee, payments and registration forms are mailed directly to the event host.
3. Other Expenses – Include estimated meals, parking fees, car rental, etc.

INSTRUCTIONS FOR CLAIM FOR REIMBURSEMENT – ACTUAL EXPENSES:

1. Upon return from the conference, meeting, etc., complete the "Claim for Reimbursement" form, attach all original receipts (keep a copy of the form and your receipts for your records), sign, date, and submit to the Business Department's Senior Executive Assistant for review. Upon confirmation that all required documentation has been received, your request for reimbursement will be reviewed and approved for payment by the CBO, and then forwarded to Accounts Payable for payment processing.
2. Only actual and necessary travel expenses are acceptable and claims must include all receipts. (E.C. 44032). The following is a list of allowable expenses:
 - Registration, if paid by the employee
 - Lodging, if paid by the employee
 - Airfare, if paid by the employee
 - Transportation costs (car rental & fuel cost or personal vehicle mileage)
 - Parking Fees
 - Telecommunication Fees (not to exceed the hotel's 24 hour daily rate)
 - Tolls
3. Submit all reimbursement claims by the month following the conference. Outstanding travel expense claims will result in a hold on future advance requests. If traveling at fiscal year-end, all reimbursement claims must be received in the Business Department by July 15th.
4. Meal reimbursements are only applicable when an overnight stay is required (receipts must be submitted with claims). Dollar limits on meal reimbursements are as follows: Breakfast: \$15 Lunch: \$20 Dinner: \$30 – this includes a 15% gratuity. Reimbursement is for the lesser of either the actual cost or the expense limit amount. Alcohol is non-reimbursable.

Note: When meals are provided (included in the cost of the conference), employees will not be reimbursed for meal expenses incurred outside of the conference.

Request for Authority to Travel Form Process and Guidelines

The COE Authorization to Travel form must be completed in advance by all employees for the following activities:

- 1) Any travel to a conference, workshop or meeting; and
- 2) Mileage reimbursement for out of county travel.

The first page is for the cost estimate and preapproval to travel and is to be completed and routed for signatures **in advance of the travel**. This is important because this preapproval is your official authorization for travel on behalf of the SCCOE, and is needed for insurance purposes in case of any accidents or incidents that may occur during travel and attendance of conferences. Use object code 5215 for all travel-related expenditures.

The second page is for the employee to claim actual out-of-pocket expenses for reimbursement after the travel.

Complete a travel form as follows:

Name:

- Type or legibly print the name of the employee who will be traveling.
- Complete one form for each conference, workshop or meeting.
- Only one employee per form.

Dept:

- Type or legibly print the department of the employee who will be traveling.

Name and Location of Conference:

- Type or legibly print the name of the conference as well as both the organization name and the location (city and state) where the conference will be held. (For example: Autism Spectrum Workshop, Yolo COE, Woodland, CA)

Date:

- Type or legibly print the date(s) of the conference (April 15-16, 20xx). Do not include the days it takes to travel. This is important because researching payments is done by this date. This information also helps in determining if estimated costs are reasonable.

Back-Up

- A conference flier, workshop announcement or meeting agenda MUST be attached to EVERY travel form EVERY time for audit purposes.

Registration:

- Enter the name of the organization that the check should be made payable to. Two copies of a completed registration form must be attached to the travel form in order for Accounts Payable to process the registration payment.
- If this line is left blank, it means the employee will pay for the registration themselves and request reimbursement later.
- PLEASE SUBMIT THESE FORMS WELL IN ADVANCE OF REGISTRATION DEADLINES IN ORDER TO AVOID EMERGENCY PAYMENTS OR MISSED DEADLINES. Rush requests take more time to process and waste limited resources.
- Clearly mark deadlines so processing of payments can be prioritized. Requests should be submitted at least 2 – 3 weeks prior to the deadline to allow for approval, processing and mailing.

Lodging:

- Many hotels are no longer accepting checks, even from government organizations, so the SCCOE is no longer making payments to hotels via check. The employee must make the reservation, pay for the hotel and request reimbursement.
- Complete a Hotel Tax Waiver form and submit to the hotel to waive the transient occupancy tax. This form is located in the shared drive in the following folder: COE Shared\Forms - Business\Travel Forms

Meals:

- Meals will **not** be reimbursed unless the travel requires an overnight stay. This change in policy is due to IRS regulations regarding the taxability of meal reimbursements.
- If the travel does require an overnight stay, meals are reimbursed as follows:
 - Meals are reimbursed based on the actual cost or the per diem maximum, whichever is less;
 - Receipts for meal reimbursements are required;
 - Receipts must be itemized;
 - Original receipts, not copies, must be attached to the reimbursement form;
 - Eligibility of meals is determined as follows:
 - Breakfast is reimbursable if overnight stay is required and the employee is returning to the area after 9:30 a.m.;
 - Lunch is reimbursable if the employee will be out of the area before 11 a.m. and after 2 p.m.;
 - Dinner is reimbursable if the employee will be returning to the area after 6:30 p.m.

Transportation:

- This can include mileage to the airport, airfare, taxis, etc. Original, itemized receipts for all costs **MUST** be attached to the travel forms in order to request reimbursement; if a receipt is not attached, that expense will not be reimbursed.

Advance:

- An employee may request an advance for estimated out-of-pocket expenses;
- An advance may not exceed 80% of the employee's estimated out of pocket expenses; this does not include anything the COE is paying in advance for, only what the employee would need to request reimbursement for;
- Travel forms are to be submitted within 30 days after completion of the travel if an advance has been requested.

Approval:

- The employee must sign and date the form, and provide a budget number.
- The program manager or supervisor must also sign and date the form.
- The superintendent must preapprove the travel and sign the form if the travel is out of state. A designee in lieu of the superintendent may NOT approve in the absence of the superintendent.
- The form is then sent to the Business Department/Accounts Payable for budget approval and processing.
- If the budget noted has insufficient funding available, the travel form will be returned to the employee for correction and resubmission. This will slow down the process, as final approval is required for the employee to travel.
- **The CBO must sign the form before the employee travels.**
- If registration needs to be prepaid by the office, Accounts Payable will process that check once the form is fully approved and then return the form to the employee or department.

ACTUAL EXPENSES

- Attach ORIGINAL receipts for all expenses. Reimbursement for registration fees, lodging and transportation expenses will be made if they were not requested in advance (noted in the top portion of the travel form) prior to the travel date(s). Expenses are only reimbursable when a receipt is provided with the travel document.
- Meal reimbursement occurs *only* when overnight travel is required, as noted in the above detailed reimbursement guidelines.
- Once travel is complete, document all expenses, attach all original receipts, date and sign the travel form, and forward to the AP Specialist in the Business Department. The AP Specialist will review the documentation for accuracy and reasonableness before sending to the CBO for final approval for payment. Please allow at least 2 - 3 weeks for travel reimbursements to be paid.
- Please submit your travel claim within 30 days of the completion of the travel.
- Pay for yourself only on travel forms. Occasionally, if a group is traveling together, it is actually a cost savings to reimburse only one person rather than each individual in the group. In these limited cases, it would be acceptable for one person to pay for all expenses related to the group, and then submit a request for reimbursement for these costs. If you did not incur any expenses, you are still required to submit a signed and dated travel document to the AP Specialist noting a claim of zero dollars.
- Purchase orders are not necessary to pay for the cost of registration for travel and conference. If all employees planning to attend the same conference complete and submit their forms to Accounts Payable at the same time, accounting will issue one check to pay for all of the attendees' registration fees.

Questions regarding the changes in the travel/conference policy which are effective January 1, 2023 should be directed to:

Executive Director of Fiscal Services, Rebecca Olker ext. 5630 or the Chief Business Officer, Liann Reyes. ext. 5602

General questions regarding the process for travel/conference should be directed to one of the following Business Services staff members:

Sandra Cirujano, Accounts Payable Specialist, ext. 5627
 Rith Mean-Hill, Senior Executive Assistant, ext. 5601
 Melissa Lopez, Director, Fiscal Services, ext.5616
 Rebecca Olker, Executive Director, Fiscal Services, ext. 5630