



FREMONT UNION HIGH SCHOOL DISTRICT
CONFERENCE REIMBURSEMENT SUMMARY CHECKLIST
(UPDATED 11/05/2024)

Please remember to save all receipts during the conference.

Only expenses required by the conference will be reimbursed. Personal expenses are not reimbursable.

Please allow up to 10 business days, from when Business Services receives it, for your reimbursement to be processed.

1. Authority to travel:

- a. Conference Request Form should be submitted and approved prior to the conference. The form can be found here: <https://www.fuhsd.org/faculty-portal/business-services-forms#fs-panel-10984>
- b. The conference request should have the most accurate estimate of expenses that will be incurred.

2. Requesting Reimbursement:

- a. Conference Reimbursement Request Form should be submitted AFTER the event occurs
- b. Attach receipts, conference agenda, and any other backup

3. Proof of Registration Fee Payment (if participant paid) – **one** of the following:

- a. Original receipt showing “Paid by” (not “Paid for”)
- b. Original receipt showing a detailed method of payment
- c. Photocopies (front & back) of canceled/paid check
- d. Copy of bank statement
- e. Copy of credit card statement

4. Meals

- a. **Original detailed meal receipts – must show all items purchased - summary not acceptable (no exceptions)**
- b. Costs reimbursed is not to exceed IRS incidental meal reimbursement maximum (\$86 includes tip as of 10/30/24) per person per 24-hour period
- c. Gratuity will only be reimbursed at a rate of 15% to 20%
- d. Partial days prorated as a percentage of the IRS maximum noted in 4b: Breakfast = 30%, Lunch = 30%, Dinner = 40%
- e. If your meal includes another authorized FUHSD attendee(s)', please include their name(s) and conference request # on your form
- f. If another authorized FUHSD attendee paid for your meal, please include a copy with your reimbursement form as \$0 and indicate who paid for it
- g. Alcoholic beverages are not allowed
- h. If lunch is included with the conference, only breakfast & dinner can be claimed each day (70% of IRS maximum)

- i. For 1-Day conferences, only lunch is allowed and cannot exceed 30% of IRS maximum

5. Lodging

- a. **Original detailed hotel bill** showing the breakdown of expenses and showing proof of payment
- b. Telephone & internet charges – indicate whether official or personal
- c. Room service – attach original detailed receipt showing its breakdown
- d. If shared by another authorized participant – indicate the name
- e. If one or more extra day is claimed – attach justification with your signature on it
- f. If there is an advance payment – indicate who made the payment

6. Airfare

- a. If there's a copy of the passenger's ticket – attach proof of payment
- b. If bought online – attach proof of payment
- c. Personal side trips are not reimbursable
- d. If the departure and return dates are 2 or more days earlier or later, attach justification with your signature
- e. If an employee uses a personal vehicle in lieu of air travel, the district will reimburse the lesser amount

7. Use of a Private Car

Reimbursement for business mileage shall be at the prevailing IRS standard rate and is subject to the following stipulations:

- a. Mileage shall be calculated as the distance from the employee's regular work location to their business destination(s) and return to their regular work location (screenshot of miles driven using google maps etc.)
- b. If the employee does not arrive at their regular work location prior to their business trip in any one day, they shall deduct from the total accrued mileage:
 - the distance from their home to the first business destination or
 - the distance from their home to the regular work location, whichever is less.
- c. If the employee proceeds from their last business destination directly to home, they shall deduct from total accrued mileage:
 - the distance from their last destination to home or
 - the distance from their regular work location to home, whichever is less.
- d. If two or more employees share a vehicle, only one employee shall be reimbursed for mileage expense at the established business mileage rate.

8. Local Transportation

- a. Original car rental receipt showing the details of charges - Car rental should not exceed the mid-size car rate unless prior approval has been obtained
- b. Toll fees – original receipt (if issued)
- c. Parking fee – original receipt
- d. Mileage – from work site to business site or actual and least expensive route and back (IRS rate per mile)