

# Farmersville Unified School District

## Conference Attendance Form Instructions

Requisitions for registration, lodging, transportation and rental vehicles must accompany the original request or be input into the Requisition Screen prior to submission. If Requisition has been input, write the requisition number at top of the Conference Attendance Form. After signatures are obtained for approval, route the yellow copy to purchasing along with the requisitions. If Board approval is required, include the Board agenda item. Retain the white and pink copy. Upon return, complete the left side of the white copy to request reimbursement for out-of-pocket expenses. Receipts are required for reimbursement of expenditures. If receipts have been lost or destroyed, document the expenditures on an "affidavit" form.

The following represents minimum expense documentation:

### **A. Registration for Conferences/Meetings**

1. Copy of brochure or similar conference announcement which establishes event dates, fees, and location.
2. List of individuals for whom costs are being claimed. Claims may be made for employees only.

### **B. Lodging Expenses**

1. Itemized receipt including the following:
  - a. Hotel (vendor) name and address.
  - b. Name of employee. If dual occupancy, indicate the name of other person occupying the room. If non-employee, attach specific Board action providing for payment for non-employee or refer to Policy/Administrative Regulation.
  - c. Room, rate tax, electricity surcharge. (Claim single rate if double occupancy by non-employee has been board approved)
  - d. Date of stay
  - e. For all other surcharges, indicate whether business or personal. The District does not reimburse for personal phone calls, movies, videos, use of an in-room snack bar unless substituted for a regular meal or for a gym fee.
2. Copy of brochure or similar conference announcement which establishes event dates, fees, and location.

### **C. Travel**

1. Car rental agreement, airline tickets or other documented travel costs reflecting destination and names of employees.
2. For reimbursement of miles driven in a private vehicle, including the beginning and ending odometer readings.
3. Copy of brochure or similar conference announcement which establishes event dates, fees, and location.

### **D. Meals and Tips (Employees Only) See Board Policy 4133.**

1. Attach receipts.
2. Costs should not exceed the maximum allowed. (Limits in listed high cost areas: \$10 breakfast, \$12 lunch, and \$26 dinner. In all other areas: \$9 breakfast, \$11 lunch, and \$24 dinner) plus tax.
3. Meal tips will be reimbursed at %15 of the actual meal costs.
4. If more than one employee, list the names of each employee for each meal being claimed.

### **E. Meals and Tips (Including Non-Employees)**

1. Attach receipts, listing employees and non-employees.
2. Attach specific Board authorization and articulated public purpose justifying expenditure.
3. Costs reimbursed as above (D2.)