



Dinuba Unified School District

1327 East El Monte Way

Dinuba, CA 93618

## Personal Expense Claim Form

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_, CA Zip \_\_\_\_\_

School \_\_\_\_\_ Date of Governing Board Approval \_\_\_\_\_

Conference Name \_\_\_\_\_ Business Purpose \_\_\_\_\_ City of Event \_\_\_\_\_  
Attach conference form to this expense claim i.e. Staff Development, Chaperone Students, etc

### USE DISTRICT CREDIT CARD

**Registration:** Dates Inclusive of Conference \_\_\_\_\_ - \_\_\_\_\_ Reg Fees \$ \_\_\_\_\_ ☐ N/A

Meals included in Conference? ☐ Yes ☐ No

**Lodging:** No of Nights \_\_\_\_\_ amount per Night \$ \_\_\_\_\_ Total per Lodging \$ \_\_\_\_\_ ☐ N/A  
(Attach Lodging receipts to this expense claim)

### DISTRICT OFFICE

**Meals:** \$46 Claimed Meal Costs (no receipts required)

|            |       |   |                                     |                                       |            |
|------------|-------|---|-------------------------------------|---------------------------------------|------------|
| Date _____ | Day 1 | <input type="checkbox"/> Breakfast \$10 | <input type="checkbox"/> Lunch/\$12 | <input type="checkbox"/> Dinner /\$24 | = \$ _____ |
| Date _____ | Day 2 | <input type="checkbox"/> Breakfast \$10 | <input type="checkbox"/> Lunch/\$12 | <input type="checkbox"/> Dinner /\$24 | = \$ _____ |
| Date _____ | Day 3 | <input type="checkbox"/> Breakfast \$10 | <input type="checkbox"/> Lunch/\$12 | <input type="checkbox"/> Dinner /\$24 | = \$ _____ |
| Date _____ | Day 4 | <input type="checkbox"/> Breakfast \$10 | <input type="checkbox"/> Lunch/\$12 | <input type="checkbox"/> Dinner /\$24 | = \$ _____ |

Total of Meals Receipts \$ \_\_\_\_\_

Parking \_\_\_\_\_  
(Attach receipts)

Parking \$ \_\_\_\_\_

### Miscellaneous:

Description \_\_\_\_\_ Misc \$ \_\_\_\_\_

Description \_\_\_\_\_ Misc \$ \_\_\_\_\_

(Attach Miscellaneous Receipts to this expense form)

**Mileage:** \_\_\_\_\_ X 0.54¢ (attach a google/mapquest map) Total Mileage \$ \_\_\_\_\_

Account Code: \_\_\_\_\_ **TOTAL REIMBURSEMENT: \$** \_\_\_\_\_

**Keep a copy of this form and a copy of your receipts for your files**

The above expenses were actual and necessary in the performance of my official duty. No tips, alcohol, or expenses for a family member or other non-district affiliated person(s) are included in this request. No part of the above claim has been paid by the District or reimbursed by other entities.

**I hereby declare under penalty of perjury that the foregoing statements are true and correct.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Employee Signature

Principal/Administrator: \_\_\_\_\_ Date \_\_\_\_\_

Director of Business Services: \_\_\_\_\_ Date \_\_\_\_\_

January 2016

## **Clarification of Meal Reimbursement Procedures**

**Meals:** The Cost of meals shall be reimbursed at the following rate:

|           |         |
|-----------|---------|
| Breakfast | \$10.00 |
| Lunch     | \$12.00 |
| Dinner    | \$24.00 |

Reimbursements will not be made for tips, guests, or alcoholic beverages or when costs of meal(s) are included in workshop fee or airfare.

1 Meal = Amount spent or maximum per meal rate, whichever is less

2 Meal = Breakfast & Lunch, Amount spent or the maximum reimbursement of \$22.00, whichever is less

= Lunch & Dinner, Amount spent or the maximum reimbursement of \$36.00, whichever is less

Reimbursements will not be made for tips, guests, or alcoholic beverages or when costs of meal(s) are included in workshop fee or airfare, the total per diem allowance is reduced for each meal included according to the rates shown above:

### **When Travel Begins**

| <b>Prior to</b> | <b>&amp;</b> | <b>Ends After</b> | <b>These Meals May Be Claimed</b> |
|-----------------|--------------|-------------------|-----------------------------------|
| 6:30 A.M.       |              | 9:00 A.M.         | Breakfast                         |
| 6:30 A.M.       |              | 2:00 P.M.         | Breakfast & Lunch                 |
| 11:00 A.M.      |              | 2:00 P.M.         | Lunch                             |
| 11:00 A.M.      |              | 7:00 P.M.         | Lunch & Dinner                    |
| 5:00 P.M.       |              | 7:00 P.M.         | Dinner                            |
| 6:30 A.M.       |              | 7:00 P.M.         | Breakfast/Lunch/Dinner            |