

## CONFERENCE REIMBURSEMENT PROCEDURES

Only expenses required by the conference will be reimbursed. Personal expenses are not reimbursable and should not be included on any receipts submitted.

1. **Authority to travel:** Copy of conference request – DO 100
2. **Proof of Registration Fee Payment** – Purchase order before conference
3. **Meals**
  - a. **Original detailed meal receipts – must show all items purchased – summary not acceptable**
  - b. Refer to [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) for max per person 24 hour period rates in the area you are traveling to (including tip)
  - c. Gratuity will only be reimbursed at rate of 15% to 18%
  - d. If meal is for 2 or more guests – indicate the name(s) of the other guest(s), if an authorized participant(s), otherwise only his/her share is allowed
  - e. Photocopy of meal receipt can only be used if meal is for multiple people – indicate the name of the other guest (if an authorized participant) who has the original receipt
  - f. **Alcoholic beverages are not allowed – you must pay separately for alcohol**
  - g. If lunch is included w/conference, only breakfast & dinner can be claimed each day (refer to [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem))
  - h. For 1-day conferences, only lunch is allowed and cannot exceed (refer to [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)) including tip
4. **Lodging**
  - a. Double Occupancy is required as appropriate.
5. **Airfare**
  - a. Purchase Order should be entered as soon as flight is booked. Best price should be obtained, no extra charges for early check in or extra baggage.
6. **Local Transportation**
  - a. Car rental – Purchase Order – original receipt upon return
  - b. Toll fees – original receipt – or copy of stmt if fastrak
  - 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 - **\$0.655** (effective 1/1/2023))
  - e. Try to be prudent when booking your transportation to and from airport. Use rideshare (SuperShuttle, Airporter, Uber etc.)
7. **Things to remember before forwarding your reimbursement to the business office:**
  - a. Have you written your name as claimant?
  - b. Have you indicated your school/work location?
  - c. Have you indicated the account number to be charged?
  - d. Have you signed and dated the DO 100?
  - e. Has your Principal/Supervisor signed the DO 100?
  - f. Has the District Administrator who has control of the funds signed the DO 100?
  - g. Reimbursements must be submitted within 10 days or you will not be reimbursed.

\*When traveling to a high cost city please see [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) for rates for meals. Ask if unsure or for confirmation of rates.