

PROCEDURE -TRAVEL/CONFERENCE APPROVAL & EXPENSE CLAIM FORM (F.PR.08)

For any workshop/conference/travel, you must also submit an [Employee Absence Request \(F.HR.05\)](#) form.

GCC employees MUST obtain pre-approval by completing Part A.

Complete Part A and attach workshop/conference documentation at least two weeks prior to event. Pre-approval has been granted when the Administrator/Supervisor has signed Part A of F.PR.08.

Go to <http://www.gcccharters.org/staff/travelApproval.pdf>.

1. GCC employees must attach completed event/conference information or brochure and registration paperwork to the completed form F.PR.08.

2. Submit all paperwork to Principal or supervisor for approval.

If approved; Principal will submit to Superintendent/CEO and copy will be keep at the site.

If denied; Principal will return to employee with explanation.

3. Superintendent/CEO review documents.

If approved; submit to Chief Business Official

If denied; return to Principal with explanation and Principal will notify employee.

4. Chief Business Official review for fiscal soundness.

If approved, submit to GCC Clerk 1.

5. GCC Clerk 1 will notify Principal or designee of if approved/denied.

6. GCC Clerk 1 will submit copy to Fiscal Analyst if Direct Payment is included.

Principal or designee is responsible for processing reservation or registration and to coordinate with employee. Employee is responsible for verifying all arranged.

While traveling employee is responsible for acquiring original receipts for all expenditures.

Employee to complete Part B upon return.

No receipts are required for itemized expenses under section "No Receipts Required".

Mileage

Driving to the event:

Mileage is the difference in distance FROM your home TO your primary worksite and FROM your primary worksite TO the event.

Use this worksheet for distance calculations:

- 1. HOME to PRIMARY WORKSITE: _____ miles
- 2. PRIMARY WORKSITE to EVENT: _____ miles
- 3. Subtract for difference: _____ miles = Reimbursable mileage

Returning from the event:

Driving home - Line 3 from the worksheet

Driving back to your primary worksite - Line 2 from the worksheet

Meal Allowance

A daily maximum of \$36 is allowed for meal expenses.

If travel is less than one full day, or certain meals are provided, the meal allowances below will apply:

If travel begins before	And travel ends after	These meal allowances may be claimed
7:00 a.m.	9:00 a.m.	Breakfast (maximum \$9)
7:00 a.m.	2:00 p.m.	Breakfast and Lunch (maximum \$18)
11:00 a.m.	2:00 p.m.	Lunch (maximum \$9)
5:00 p.m.	7:00 p.m.	Dinner (maximum \$18)

Original receipts are required for itemized expenses under section "Original Receipts Required".

Refer to the Travel/Conference Approval & Expense Claim Form (F.PR.08) instructions for the daily maximum allowed for meal expenses. No receipts are required for meal unless travel more then a full day.

Refer to the board policy for non reimbursable expenses.

1. Submit to Principal or supervisor for approval Add Supervisor

2. After approval; submit to GCC Financial Analyst

3. GCC Fiscal Analyst review for proper documentation and budget coding.

4. After review; submit to Chief Business Official.

5. Chief Business Official approves Part B and submits to GCC Clerk I.

6. GCC Clerk 1 submits to TRUSD Accounts Payable Department.