

**TRAVEL REQUEST/EXPENSE REIMBURSEMENT**

OCDE Employee

Non- Employee

TODAY'S DATE \_\_\_\_\_

NAME \_\_\_\_\_ SS# \_\_\_\_\_ VENDOR# \_\_\_\_\_

TITLE \_\_\_\_\_ DIVISION/UNIT \_\_\_\_\_

BUDGET ACCOUNT # \_\_\_\_\_ -5220 BUDGET ACCOUNT # \_\_\_\_\_ -5220

**CHECK ONE:**

- GENERAL FUND  
 MASTER CONTRACT

- GRANT/PROJECT  
 J-4  
 OTHER \_\_\_\_\_

NAME OF CONFERENCE \_\_\_\_\_ LOCATION \_\_\_\_\_ DATE(S): \_\_\_\_\_

ESTIMATED DEPARTURE DATE \_\_\_\_\_ TIME \_\_\_\_\_ ESTIMATED RETURN DATE \_\_\_\_\_ TIME \_\_\_\_\_

ACTUAL DEPARTURE DATE \_\_\_\_\_ TIME \_\_\_\_\_ ACTUAL RETURN DATE \_\_\_\_\_ TIME \_\_\_\_\_ CONFERENCE TELEPHONE NUMBER \_\_\_\_\_

EXPENSE DETAIL INFORMATION		ESTIMATE FOR APPROVAL	AMOUNT PAID BY EMPLOYEE	AMOUNT PAID BY OCDE	TOTAL TRAVEL EXPENSE	SUPPORTING STATEMENT
MILEAGE DRIVEN: FROM: _____ TO: _____						
ESTIMATED: TOTAL MILES _____	X _____ PER MILE _____					
ACTUAL: TOTAL MILES _____	X _____ PER MILE _____					
TOTAL MILES _____	X _____ PER MILE _____					
PARKING _____						<p align="center"><b>OUTSIDE ORGANIZATION REIMBURSEMENT</b></p> <p><b>ORGANIZATION WILL PAY:</b> FULL PARTIAL NONE To OCDE To TRAVELER</p> <p>NAME OF ORGANIZATION _____</p> <p>ADDRESS _____</p> <p>TRAVELER SIGNATURE _____</p> <p><b>IF REIMBURSEMENT IS TO OCDE:</b> 1 WHEN CHECK IS RECEIVED, IF CHECK IS PAYABLE TO TRAVELER, TRAVELER MUST ENDORSE CHECK AND SPECIFY OCDE AS PAYEE. 2 ATTACH CHECK TO TRAVEL EXPENSE CLAIM (OR COPY OF COMPLETED FORM IF ALREADY SUBMITTED) AND SEND TO ACCOUNTS PAYABLE</p>
TAXI/BUS/SHUTTLE _____						
CAR RENTAL FROM: _____ TO: _____						
AIR FARE FROM: _____ TO: _____						
OTHER _____						
<b>TOTAL TRANSPORTATION</b>		\$ _____	\$ _____	\$ _____	\$ _____	
LODGING NUMBER OF NIGHTS _____ @ \$ _____						
MEALS BREAKFAST # _____ @ \$ _____ = _____	}					
LUNCH # _____ @ \$ _____ = _____						
DINNER # _____ @ \$ _____ = _____						
TELEPHONE CALLS - WORK RELATED _____						
<b>TOTAL SUBSISTENCE</b>		\$ _____	\$ _____	\$ _____	\$ _____	
<b>REGISTRATION</b>		\$ _____	\$ _____	\$ _____	\$ _____	
<b>TOTAL TRAVEL EXPENSE</b>		\$ _____	\$ _____	\$ _____	\$ _____	

LESS ADVANCE GIVEN TO TRAVELER \_\_\_\_\_  
REIMBURSEMENT: DUE TRAVELER \_\_\_\_\_  
DUE OCDE \_\_\_\_\_

\$ \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

TRAVELER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*ITEMIZED BILLINGS & RECEIPTS MUST BE SUBMITTED FOR ALL STARRED ITEMS BEFORE PAYMENT CAN BE PROCESSED**

APPROVAL OF TRAVEL REQUEST:

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

Cabinet \_\_\_\_\_ Date \_\_\_\_\_

Deputy/Associate Superintendent \_\_\_\_\_ Date \_\_\_\_\_

APPROVAL OF REIMBURSEMENT:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Please send payment to: \_\_\_\_\_  
Name / Location

**VALID ONLY WITH AUTHORIZED SIGNATURES**

**REVISED TRAVEL ALLOWANCES FOR COUNTY SUPERINTENDENTS AND THEIR STAFF**  
**ED. CODE 1942/TITLE V 17430-17436**

TYPE OF EXPENSE	REIMBURSEMENT LIMIT	CONDITIONS
Private auto mileage	Actual reimbursement @ current department rate — or — equivalent air coach fare from Orange County Airport to destination or nearest available airport thereto, plus mileage at rates indicated above, from the point of departure to airport and return, and all business mileage at the destination, whichever is less.	In General Area**  Outside General Area
Public Transportation: Airplane*, Taxi, Limousine	Actual Cost	Outside County Airline promotionals are property of the department. No first class fare
Car Rental*	Actual Cost	Promotionals are property of the department
Meals	Actual Cost	Outside County or within County when on official duty attending meetings and with approval of Assistant Superintendent
Lodging*	Single Room Rate - Actual Cost	Meeting in excess of one day Outside County
Registration* Parking	Actual Cost	None

\*Itemized Billings or Receipt must be submitted for these items.

\*\*General area defined as Orange, Los Angeles, Ventura, San Bernardino, Santa Barbara, Riverside, San Diego, Kern, Imperial, and San Luis Obispo.