

1. *To be submitted two weeks before date of event
 *Submit Absentee Form for approval at the same time
Approval for District Financed Activity



Name: _____ Date: _____

Position/School or Dept: _____

Beginning Date & Time of Event: _____

Ending Date & Time of Event: _____

Activity Location/Address: _____

Sponsor(s)/Event Title: _____

Purpose of Attending: _____

Expense Account (if applicable): ____ - ____ - 332 - ____ - ____

> Apply signatures below, as needed

Requestor: _____ Date: _____

Supervisor: _____ Date: _____

Program Director: _____ Date: _____

(Curriculum, Title I, IDEA, CTE, etc.)

**Superintendent: _____ Date: _____

(**Needed for ALL OVERNIGHT TRAVEL ONLY)

*Upon returning from the event, send the approved Absentee Form and **a copy of this** approved District Financed Activity Form to the Business Office for processing.

2. *To be approved after returning from event
 *Attach event agenda/documentation with this form
 *Submit with approved District Financed Activity (attached to left)
Travel/Conference Expense Reimbursement



The following time and rate restrictions apply for meal reimbursement:

<u>Meal</u>	<u>Depart Before</u>	<u>Return After</u>	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	6:30 AM	11:00 AM	\$6.00	\$7.00
Lunch	11:00 AM	1:30 PM	\$7.00	\$9.00
Dinner	5:15 PM	8:30 PM	\$12.00	\$16.00
Daily Maximum Allowance:			\$25.00	\$32.00

Name: _____ School/Dept: _____

City/State of Event: _____

Departed CCSD: Date: _____ Returned to CCSD: Date: _____

Time: _____ Time: _____

1. Breakfast (per chart above)	
2. Lunch (per chart above)	
3. Dinner (per chart above)	
4. Lodging (Receipt Required)	
5. Tips	
6. Registration (Receipt Required)	
7. Cab, airfare, Uber, etc. (Receipt Required)	
8. Mileage: _____ miles X \$0.575 per mile	
Total:	

Expense Account: ____ - ____ - 332 - ____ - ____

> Apply signatures below, as needed

Requestor: _____ Date: _____

Supervisor: _____ Date: _____

Program Director: _____ Date: _____

* Non-Overnight travel expenses, excluding mileage, will be paid through payroll and taxed as required by IRS code