



## Travel & Conference FAQ's

**Q:** Where can I find information on how to process travel requisitions?

**A:** Go the SUHSD website. Then to the accounting website and click on travel procedures.

**Q:** What is the amount that needs board approval?

**A:** Any conference over \$2,500.00 must have prior board approval per person per conference.

**Q:** What is the difference between a vendor pay and a prepay requisition?

**A:** When a vendor accepts PO's a vendor pay RQ is processed. When a vendor does not accept PO's and is requesting a check prior to the conference date in order reserve registration spot for an employee then a prepay RQ is processed. A prepay RQ must have backup paperwork (registration form filled out) for each person attending the conference.

**Q:** When should a cash advance or travel reimbursement RQ be submitted?

**A:** All RQ's for travel should be submitted prior to the conference date.

**Q:** What information should be on a conference RQ?

**A:** Who: name of person attending, What: name of the conference attending, Where: place where the conference is being held at, When: Dates of the conference, how much: breakdown showing total cost of the conference.

**Q:** Can you submit a vendor pay or prepay RQ for more than one person?

**A:** Yes, each employee name should be noted (one per line) in the description field on the RQ.

**Q:** What is the breakdown for meals allowances?

**A:** Breakfast = 10.00 – Lunch = 15.00 – Dinner = 31.00 and incidentals is 5.00. A total per day is \$61.00. Please note that there is a departure time and return time to go by. Also, any conference within the San Diego County area should not plan for meals or hotel.

**Q:** How should I included mileage in the cash advance or travel reimbursement RQ?

**A:** Use Map Quest for the mileage from the site to the conference for a round trip total. The mileage rate for 2017 is .535 cents a mile. Please note that the rate changes every January per the IRS rate.

**Q:** Where can I find regulations AR 3351?

**A:** Go to the SUHSD website – Click on the School Board site. The click on Policies and Regulations. The look up AR 3351 for the travel item.

**Q:** How far in advance can a cash advance RQ be processed?

**A:** Cash advance RQ can be processed 60 days in advance. If there is a registration deadline to get earlier rates for more than 60 days, please submit the registration form showing the deadline dates.

**Q:** Does a final claim need to be submitted?

**A:** All cash advances and travel reimbursement RQ's must have a final claim processed after the event. An employee has 30 calendar days to clear the cash advance.

**Q:** What receipts are required when I submit my final claim?

**A:** All originals receipts are required except for meals which is a per diem. To show your mileage total a map quest printout would be good.

**Q:** If I process 2 RQ's for travel – example (vendor pay and cash advance) for one person what information should be on both RQ's?

**A:** You should reference each RQ number on both RQ's if possible. The cash advance RQ should state the vendor pay RQ # and total amount of the registration fee. This will then give you a grand total per person per conference. If the grand total is over \$2,500.00 it must go for board approval before either RQ can be processed.

**Q:** When do travel items over \$2,500.00 go to board?

**A:** Board items for travel only go to the first board meeting of every month. Please plan at least 2 months ahead for travel over \$2,500.00.

**Q:** What is the procedure for an employee requesting to attend a conference out of state?

**A:** An employee must submit a planning form (go to the accounting website) showing all expenses for the trip. This is sent to your administrator (by site or department- example: Dr. Carberry has BVM) for preapproval.

**Q:** Where do I get the final claim envelope?

**A:** Sites and departments need to order them thru duplicating (form 8400). This form is not on the accounting website.