

NORTH BAY SCHOOLS INSURANCE AUTHORITY

CLAIM FOR TRAVEL EXPENSE
(File in Duplicate)

CLAIM OF _____ (Name) _____ (Address)

All items claimed must be in accordance with Travel Policy

Time of Departure _____ Time of Return _____

Date				Totals		
Breakfast						
Lunch						
Dinner						
*Hotel						
*Registration (Net amt. deduct for meals)						
*Air Fare						
*RR Fare						
*Bus Fare						
**Private Car (Show Mileage Computation Below)						
Bridge Tolls						
*Parking						
Other						

Total Reimbursement Claimed \$ _____

Mileage Computation

Certification
 Actual cost of operation was equal to or greater than rate claimed
 Mileage reimbursement at current IRS rate

Insurance Certification
 Signature below certified insurance coverage as prescribed by Vehicle Code Division 7, Chapter 3, Article 2, Section 16451

*** Receipts must be attached. (Parking receipts needed if over \$3)**

****Reimbursement for travel where transportation by air is available will be made on the basis of round trip tourist air fare.**

Destination _____	Date Submitted _____
Purpose _____	Signature _____
_____	Approved By _____
_____	Budget Classification _____

JPA TRAVEL AND CONFERENCE PROCEDURES

1. Registration and hotel reservations are to be made by the District whenever possible.
2. Members of the Board of Directors shall notify NBSIA of their intent to attend a conference. Upon receipt of notification, a claim form for reimbursement will be forwarded to that member. Only claims on NBSIA forms with the Board member's signature (and that of the President of NBSIA, when appropriate) will be accepted.
3. Reimbursement will be made for expenses incurred by the member only. They will follow the guidelines below:

Breakfast	\$	8.00
Lunch		15.00
Dinner		25.00
Incidentals		5.00

In situations where a member has no control over the meal served or the cost, reimbursement will be made upon actual cost with verification.

Mileage

Members who use personal vehicles may claim reimbursement for such use based up on the current IRS rate. No receipt is necessary for bridge tolls, ferries or public transit fares.

Telephone Charges

Necessary business telephone charges and one telephone charge to employee's residence for each day of attendance at a conference will be reimbursed at actual cost to the member without receipt.