

# Red Bluff Joint Union High School District

## Claim for Travel Reimbursement

Program Code: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Req#: TR \_\_\_\_\_

Name of Meeting/Conference: \_\_\_\_\_

Place of Meeting/Conference: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Time of Departure: \_\_\_\_\_

Date of Return: \_\_\_\_\_

Time of Return: \_\_\_\_\_

Date								
Miles Driven								
Mileage Claimed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Breakfast	\$ -	\$ -	\$ -					
Lunch	\$ -	\$ -	\$ -					
Dinner	\$ -	\$ -	\$ -					
Uber	\$ -							
Lodging								
Registration								
Parking								
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Grand Total**      \$ -

**Less Advance Received**      \_\_\_\_\_

**Amount Claimed**      \_\_\_\_\_ \$ -

**Amount Due to District**      \_\_\_\_\_

\_\_\_\_\_  
**Claimant Signature**

\_\_\_\_\_  
**Principal/Superintendent Signature**

\_\_\_\_\_  
**Department Chair Signature**

\_\_\_\_\_  
**Chief Business Official Signature**

I hereby state that I carry automobile insurance in an amount of no less than \$15,000/\$30,000 bodily injury and \$5,000 property damage and that I will notify the District immediately should my automobile insurance be cancelled or suspended for any reason. I also acknowledge that California Law requires that I will wear a seat belt while using my own vehicle on District business; and that I will comply with this law. This statement represents an accurate account of the actual and necessary travel expenses and authorized meal expenses\* incurred by the undersigned in the performance of assigned duties.

\*Submitted in accordance with the California Administrative Code, Title 5, Sections I 7430et seq., and Education Code Section 1942.

\_\_\_\_\_  
**Claimant Signature**

Note: Receipts for tolls, transportation or parking in excess of \$1.00 must be attached on a separate piece of 8-1/2 x 11 paper. If lodging was included in your trip, claims will not be processed without a hotel receipt. Receipts for meals not required. Breakfast allowance \$7 (overnight stays only), \$11 lunch, \$23 dinner, if meals are not provided by hotel or conference.