

## WCCUSD Application to Attend an Educational Event

Use this form if you are planning on attending an Educational Event (Conference/Workshop).

- One application per conference/workshop/event
- Submit at least 6-8 weeks prior to date of event
- Attach Conference/Workshop/Event flyer with completed application
- Send completed application to your Immediate Supervisor
- Conference Object Codes are:
  - 5225 – In State
  - 5225 – Out of State
- Approved copy will be returned to originator
- This form along with conference backup must be submitted with reimbursement claim forms.

Once approved, please refer to the procedures under Purchasing on how to create a Requisition for Registration, Transportation, Lodging and Reimbursement.

Link to form: [Application to Attend an Educational Event](#)

## Travel/Conference Expense Claim Form #EC1

Use this form when you are traveling to a conference/workshop and you are requesting reimbursement for mileage, bridge toll, meals and any other travel related expenses. Use this form even if your conference is for one day only. This is for travel Out-of-District and Out-of-State.

You can claim meal reimbursement if you follow the time guidelines:

	First Day of Travel	Last Day of Travel
Breakfast	At or prior to 6 a.m.	At or after 9 a.m.
Lunch	At or prior to 11 a.m.	At or after 11 a.m.
Dinner	At or prior to 4 p.m.	At or after 7 p.m.

- *If you are traveling Out-of-State, the Superintendent's Signature is also required.*
- Complete and submit within 15 working days after your return from conference.

## Mileage Reimbursement Claim Form #EC2

This form is to report all mileage within the district and some mileage outside the district. For example, Special Ed related meetings that are held at other school districts or Executive Directors that have a meeting at the County of Education. Please submit this form once a month.

## Expense Reimbursement for Supplies/Food Claim Form #EC3

This claim is to be submitted in order to obtain reimbursement for job related supply expenses.

- Must be pre-approved

- A single item cannot exceed \$499.99. A single item greater than \$499.99 cannot be purchased without a purchase order number. It will not be reimbursed by the district. No exceptions will be made.
- Several expenses may be incurred and itemized on the form before it is submitted.
- Attach all **itemized** receipts. ***Non-itemized*** receipts will not be accepted.

If you are requesting ***reimbursement for food***, please attach an agenda and sign-in-sheet or a list of attendees, along with the itemized receipts.

***All reimbursement requests will require two signatures, the employee and the authorizing signature.***

***If your reimbursement is being paid with Categorical Funds, the Fund Manager's Signature is also required.***

***If you are traveling Out-of-State, the Superintendent's Signature is also required.***

***Failure to obtain signatures before submitting a claim will delay payment.***

**Link to Forms:**

[Travel/Conference Expense Claim Form #EC1](#)

[Mileage Reimbursement Claim Form #EC2](#)

[Expense Reimbursement for Supplies Claim Form #EC3](#)

Mileage Chart

For Purchasing questions, contact [Ann Crouse](#) (510) 231-1198 and/or [Mary Kitchen](#) (510) 231-1192  
For Accounting questions, contact [Felisa Ayroso](#) (510) 231-1119 and/or [Tomas Goco](#) (510) 231-1112