



Conference FAQs **(Frequently Asked Questions)**

1. Can I be reimbursed for registration, lodging or airfare before the conference date?

Yes, please submit a [Conference Expense Claim Form](#) with original itemized receipts, proof of payment, and copy of approved [Conference Request Form](#).

2. Mileage for Meeting vs Conference, what is the difference?

If the meeting is a recurring scheduled meeting and considered part of your job, you may claim mileage on a [Mileage Reimbursement Form](#).

If the meeting happens one-time off-site or held irregularly, it is considered a Conference. Mileage must be claimed on the [Conference Expense Claim Form](#). A [Conference Request Form](#) is required in advance.

3. What if I am claiming only mileage?

Please refer to FAQ #2 and complete the appropriate form.

4. What if I paid for another OUSD attendee's meal?

Please submit the original itemized receipt and circle the other attendee's meal, including their name along with your support/backup paperwork.

5. Can I decide my meal breakdown cost?

Yes. Effective October 1, 2019, the total Per-Diem Rate Set by IRS for Travel Expenses is \$66 per day. The employee has discretion up to the maximum per-diem allowed. For example, an employee may spend the following: \$5 breakfast + \$5 lunch + \$56 dinner = \$66.00.

6. I went over on my \$66 per day because I got groceries for the next day, so I do not have to eat out. Why wasn't I reimbursed my full amount?

The Per-Diem Rate Set by IRS for Travel Expenses remains *\$66 per day maximum*, so the expense for the following day will not be covered.

7. Are there meal reimbursement allowances for local conferences?

No, unless it is part of the training or conference registration, such as a lunch speaker.

8. May I rent a car?

Car rentals are allowed when deemed necessary and therefore requests are approved on a 'case-by-case' basis. Please ensure your Conference Request Form is approved before contracting with the car-rental company.

9. May I rent a house?

No, the well-being of our employees is our priority, and therefore due to safety concerns, renting a house, apartment, Airbnb, etc is not allowed.

10. Can a Coach or an Administrator who is traveling with a team for a Sport Tournament be reimbursed for student's meal, snacks, lodging, etc?

No. Reimbursements are for employee expenses only as approved on their Conference Request.

11. How do I amend a conference?

- a. If it is a **date change**, make a copy of the original approved Conference Request Form, at top of form write AMENDMENT, change date(s), obtain supervisor's signature, and forward to the Substitute Service Technician in Human Resources for Board approval.
- b. If it is a **dollar amount change**, make a copy of the original approved Conference Request Form, at top of form write AMENDMENT, change amounts, then resubmit through regular conference request process.

12. I lost a receipt. How can I claim for reimbursement?

An Affidavit form is required. You may request a form from your secretary. Affidavits must be approved by site/department Supervisor.

13. My parking receipt has no date.

Please note the date of the parking and attach to the Conference Expense Claim Form.

14. Why have I not received my reimbursement?

Please contact your school or department secretary to verify the administrator has signed the completed form you submitted. Then contact Shawna Hall-Galvan in Accounts Payable at extension 4037.

15. How long will it take to receive my reimbursement check?

When the Conference Expense Claim Form and receipts are received in the Accounts Payable Department, the claim is usually processed within the next check run but can take up to 3 weeks, because all District checks are reviewed and signed by OCDE.

16. Who should I call if I have questions regarding my reimbursement check?

Please contact Shawna Hall-Galvan in Accounts Payable at extension 4037 and she can review your reimbursement with you.