



AMADOR COUNTY PUBLIC SCHOOLS BUSINESS OFFICE

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Conference Information 2021

Conference Form

- Fully complete the form by filling in the anticipated mileage, meal cost, registration information and travel costs.
- Forms need to be turned into your immediate supervisor at least 6 weeks in advance. The **Business Office needs at least 3 weeks to complete the registration process.**

Airfare

- This expense requires a receipt.
- If purchasing your flight is a financial hardship, talk to your immediate supervisor.

Hotel

- This expense requires a detailed receipt.
- If the reservation requires a deposit and this is a financial hardship, talk to your immediate supervisor.

Meals

- Single Day trips/Conferences
 - DETAILED receipts – Meals are taxable

Overnight Travel/Conferences- requires no receipts and are not taxable.

- Breakfast: \$12 – travel begins before 6am and ends after 8 am
- Lunch: \$18 – travel begins before 11am and ends after 2 pm
- Dinner \$25 – travel begins before 5pm and ends after 7 pm

Incidentals

- Parking, Uber/Lyft/Taxis, bridges tolls, etc.
 - DETAILED receipts

Mileage

- As of January 2021 IRS mileage reimburse rate is \$.56.