

PURPOSE:	To ensure reimbursement by the California Department of Education for travel and related expenses incurred by County Office employees participating in state-approved activities.
TIMELINE:	Business Services maintains an ongoing record of expenses incurred. August 1 – Business Services files reimbursement claim to the California Department of Education.

The County Superintendent may appoint employees to serve on certain state-wide committees whose expenses are reimbursable through the California Department of Education.

PROCEDURE:

1. California Department of Education representative notifies participating County Office employee, either orally or in writing, that activity is approved for reimbursement of expenses.
2. Employee completes regular monthly *Travel Claim* form after participating in the state-approved activity (see procedure for TRAVEL REQUEST). Employee must also check the “J4” box on claim form
3. Business Services maintains a separate file for state-approved expenses, including supporting documentation (meeting agenda, workshop flyer, etc).
4. By August 1 Business Services consolidates all County Office claims for the fiscal year and submits claim for reimbursement to the California Department of Education using forms and instructions provided by the state.

Regulation approved: March 1, 2003

Revised: May 13, 2003