

# Biggs Unified School District

300 B STREET, BIGGS, CALIFORNIA 95917  
(530)868-1281

Doug Kaelin  
Superintendent

## Travel/Conference/Personal Reimbursement FREQUENTLY ASKED QUESTIONS

### 1. Where do I find the procedure for submitting travel/conference/mileage, and food claim reimbursements?

a) The Professional Development Request form can be found on the district website:

<https://www.biggs.org/documents/Staff%20Forms/Travel.Conference.Professional-Development.pdf>

❖ Complete the form and list ALL expected expenses so funding can be verified. That includes registration fees, lodging, transportation, mileage, meals, parking.

❖ Submit to your supervisor, approval is required four (4) week prior to the conference.

❖ For Out-of-State Travel/Conference- aside from immediate supervisor and superintendent approval; the Board of Trustee approval is required. Please plan accordingly.

b) Registration payments will need a requisition (PO) entered in Escape in order for a check to be issued. Be sure to allow your sites enough time to process the PO before the registration deadline.

❖ Your requisition request will need to include the vendor, registration instructions, contact information, and cost (verification of the cost such as a flyer). *You are also responsible for submitting the W-9 if the vendor is new.*

c) Hotel registration will be booked and paid for by the attending employee. Receipts will need to be included in your reimbursement request.

d) After the Travel and Conference, use the appropriate forms to submit details of your reimbursements for mileage, food, parking, hotel, etc. The forms can be found on the district website here: <https://www.biggs.org/Staff/Employees/index.html>

❖ Review the non-reimbursable expenses listed in BUSD Board policies found here: <https://www.biggs.org/Board/Policies-Committees-Reports/index.html> under 3001 Business and Non-instructional Operations.

### 2. What is the procedure for submitting a request for personal reimbursements for expenses once I return?

❖ The personal reimbursement form can be found on the district website.

<https://www.biggs.org/Staff/Employees/index.html>

❖ **You will already have prior approval based on the Travel and Conference form.** Amounts that exceed the pre-approved amount are not guaranteed reimbursable.

❖ Failure to get prior approval will result in your request being decline.

❖ Once you have all the appropriate forms and have attached all backup, you will submit to your site supervisor for a final signature.

❖ If you are having items shipped, they must be shipped to **300 B Street, Biggs, CA 95917**. Items cannot be shipped to your personal residence or your site office.

**3. What if the conference I am attending is virtual?**

- ❖ Same steps as above apply.

**4. Where do I send my reimbursement forms once I have completed them?**

- ❖ Completed reimbursement claim forms and all back up get turned in to your immediate supervisor for an approval signature and funding code.
- ❖ Your supervisor will send your completed form via inter-district mail to Accounts Payable.

**5. How long does it typically take to process a reimbursement request?**

- ❖ Reimbursement requests may take 15-30 days from the time they are received for a check to be processed.
- ❖ Incomplete claims will delay the process even further because they will be returned.

**6. What do I do if I lose a reimbursement check?**

- ❖ Please contact the Fiscal Assistant via email [mgraves@biggs.org](mailto:mgraves@biggs.org) or call at 530-531-3355 and provide as much information as possible. The Fiscal Assistant will verify with the County Office of Education to make sure the check has not been cashed. Additional forms and signatures maybe required.

**7. How long does it take to get a check reissued?**

- ❖ If it is a lost check, declaration of lost check is required and it may take 7 business days to get processed.
- ❖ If it is a stale dated check, the check will be issued with the next check run or within 3-5 days.

**8. Can a check be held for pick-up? How can I do this? Where/When do I pick up the check?**

- ❖ Checks are normally mailed out every Friday. Checks held for pick up are based on individual cases and do not constitute every check thereafter to be picked up.
- ❖ Contact the Fiscal Assistant with your request and if your request is granted, you will be able to pick up your reimbursement check when it becomes available at:

Biggs Unified School District  
300 B Street, Biggs, CA 95917

***Please proceed to the door on right side of the Business Office.***

*A signature will be required when picking up the check.*

**9. An invoice was sent to me directly from a vendor. What should I do?**

- ❖ Invoices should be immediately forwarded to Accounts Payable by either:

**Mail:** Biggs Unified School District  
300 B Street, Biggs, CA 95917

**Email:** [mgraves@biggs.org](mailto:mgraves@biggs.org)

**Fax:** 530-868-1615

**Contact Information:**

[mgraves@biggs.org](mailto:mgraves@biggs.org) Phone # 530-531-3355  
300 B Street, Biggs Unified School District