

**MONTEREY COUNTY OFFICE OF EDUCATION
TRAVEL EXPENSE COST-EFFICIENT CERTIFICATION**

*To be used for trips in excess of 200 one-way miles

Name	Department
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Destination	One-way miles
Purpose	
Date(s) of Conference/Meeting	
Departure date	Return date

AIR TRAVEL	PRIVATE CAR
Round-Trip Mileage to airport x rate	Miles x rate
Cost of Airfare	Cost of meals en route
Long-Term Parking	
Taxi	
Shuttle	
TOTAL =	TOTAL =

Prepared by	Dept/Division Head
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*AR 3350. For trips in excess of 200 one-way miles, travel by air is authorized as the overall most cost-efficient mode of travel. If trips over 200 one-way miles are taken by car, train, or bus the reimbursement for travel expense is limited to the amount that would normally be reimbursed by airplane.