

CCCSFAAA 2018-19 Request for Reimbursement or Repayment

(Please submit within 30 days of expense)

Payee: _____

Address: _____
street city state zip

Telephone: _____ Email address: _____

Travel Expenses: (Please see reverse side for CCCSFAAA Reimbursement Policy)

Purpose of travel: _____

Destination: _____

Departure date: _____ Time: _____ Return date: _____ Time: _____

Printing expense (attach invoices/receipts and describe cost)

_____ \$ _____

Postage/Shipping (attach invoices/receipts and describe cost)

_____ \$ _____

Other expenses (attach invoices/receipts and explain)

_____ \$ _____

TOTAL OTHER EXPENSES: \$ _____

Total expenses for which claim is being made: \$ _____

Minus amount paid with CCCSFAAA credit card \$ _____

TOTAL EXPENSES FOR WHICH REIMBURSEMENT IS REQUESTED \$ _____

Claimant Signature _____ **Date** _____

I certify that I have not been or will not be reimbursed by any other agency for any portion of my requested reimbursement.

CLAIMANT – Send form to Committee Chair for signature and approval

Committee Chair Signature _____ **Date** _____

COMMITTEE CHAIR – Send form to 2018-19 CCCSFAAA Treasurer:

*Becky McCall, CCCSFAAA Treasurer
Associate Dean of Student Services, Shasta College
11155 Old Oregon Trail
Redding, CA 96003*

CCCSFAAA Reimbursement Policy

General: All members are urged to conserve the Association's funds by keeping expenses to the minimal amount required to satisfactorily conduct Association business and by covering any expenses from other sources when possible. The committee chair for the sponsored meeting, presentation, or event must sign reimbursement requests before reimbursement will be made. The President must sign reimbursement requests from the Executive Board before payment will be made.

Travel Expenses: CCCSF AAA members may receive reimbursement for attendance at a meeting of a committee of which they are a member or for attendance at other approved activities, if not reimbursed by another source. Any CCCSF AAA member who is not an Executive Board member, but would like to be reimbursed for attendance at an Executive Board Meeting must have the prior approval of the President.

Airfare: When traveling by air, members shall travel by coach fare. Members are encouraged to make air reservations as early as possible to take advantage of the lowest fares. Air ticket receipts, or itinerary forms for electronic tickets, must be submitted.

Mileage/Parking/Tolls: Private car mileage will be reimbursed at the IRS standard rate of **\$0.54** per mile (for 2018), not to exceed the cost of coach airfare. Parking and tolls will be reimbursed providing they are reasonable. Receipts must be submitted.

Other Transportation: Ground transportation to and from airport/lodging facilities and meeting sites will be reimbursed provided they are reasonable. No rental car expenses shall be reimbursed without prior approval of the President. Receipts must be submitted.

Meals: Breakfast, lunch and dinner are reimbursed when the CCCSF AAA activity exceeds 24 hours. Guidelines permit reimbursement on a per diem basis up to **\$50** (\$10 breakfast, \$15 lunch, \$25 dinner). The per diem allowance begins at the time when it is reasonable for the member to leave to attend the essential CCCSF AAA activity and ends when it is reasonable for the member to return home. Reimbursement requests should be for actual costs to a maximum of \$50 for each 24-hour period. If any meal is provided, the amount assigned to that meal will be deducted from the allowable per diem. Other meals for functions less than 24 hours must be pre-approved by the President.

Lodging: The Association will pay Lodging expenses if the required CCCSF AAA activity will exceed 24 hours. If the activity will not exceed 24 hours, but the geographic location of the members makes it impractical to travel within one day, with the prior approval of the President, CCCSF AAA will cover the cost of lodging.

Postage, Printing and Telephone: Only charges for authorized CCCSF AAA activities will be reimbursed. Receipts, bills, or an itemized statement of charges must be submitted.

Other: Only charges for authorized CCCSF AAA Business will be reimbursed. Receipts are required for other expenses in excess of \$10.

Reimbursement requests must be made within 30 days of the expense, or December 24th of the expense year, whichever is earlier. The proper committee chair or Executive Board member must approve requests for reimbursements.