



2018 BOARD OF DIRECTORS TRAVEL EXPENSE VOUCHER

Please use only **one** form per meeting / event

Director's Name

Requesting Date

Meeting Location

Type of Event (Transportation & incidental Expenses)

Expense Date

Total

Total

Principal expenses for using this form are transportation, and incidental expenses incurred through participation in League Board of Directors Meetings: **NOTE NEW MILEAGE REIMBURSEMENT BELOW – SUBSECTION (b).**

1. **TRANSPORTATION:**

a. Enter airline fare. Attach ticket stub or supporting voucher.

b. Automobile (mileage): The maximum reimbursement for transportation by automobile will be the equivalent of actual airfare from the point of embarkation to the site of the Board Meeting and return trip. However, Directors who do not have reasonable access to Board Meetings will be reimbursed for mileage at 54.5 cents per mile. In addition, mileage from home or place of business to and from the airport, and from airport to Board meeting location and return to airport, will be allowed. Airport parking and hotel parking fees are also allowed.

2. Your lodging is covered by the League's master account. You are responsible for additional charges to your bill such as Wi-Fi, honor bar, etc. that are not covered by the Board reimbursement policy.

3. **INCIDENTAL EXPENSES:** This category is intended to include meals paid for by Directors, miscellaneous expenses, tips, and other incidental expenses for which the Board of Directors is allowed \$20 per day or portion thereof. Please provide receipts for all incidental expenses.

NOTE: All Directors are covered by travel insurance in the amount of \$100,000.

PLEASE SUPPLY PAYMENT INFORMATION: ONE PAYEE PER FORM PLEASE.

Check Payable to City of:

Attention to:

(If left blank, Attn: line will read "Accounting Dept")

Address:

City:

Zip:

Check Payable to:

Director:

Address:

City:

Zip:

OR

PLEASE RETURN FORM TO: Pam Herrera, Executive Assistant

EMAIL: pherrera@cacities.org Or FAX: 916-658-8240 - Attention: Pam Herrera