

Association of California School Administrators

1575 Bayshore Highway, Burlingame CA 94010

Phone (800) 608-2272, Financial Services Fax (650) 259-1029



TRAVEL EXPENSE CLAIM – FY 2014-15

Check Here If New Address

Payable to (Print) _____
First Middle Last S.S.N. (Only Required if Honorarium is Included)

Street Address _____

City _____ State _____ Zip _____

Name of Committee or Activity _____

Location of Meeting _____ Date of Meeting _____

Regular Committee

Special Funding

Activity Number _____

DATE	HONORARIUM (Professional Fee)	MILEAGE (56¢ per mile)	AIR*	MEALS *	HOTEL*	SURFACE TRAVEL* (Parking, Taxi, etc...)	OTHER*
		Miles x 56¢ = \$					
		Miles x 56¢ = \$					
		Miles x 56¢ = \$					
		Miles x 56¢ = \$					
		Miles x 56¢ = \$					
		Miles x 56¢ = \$					
		Miles x 56¢ = \$					
Sub-Totals							

TOTAL OF REIMBURSEMENT REQUEST \$ _____

(*NO REIMBURSEMENT FOR THESE CATEGORIES WITHOUT ATTACHED RECEIPTS)

I hereby certify that the above is a true statement of travel expenses incurred by me in accordance with the current expense policy of ACSA and that all items shown were for official business of the association and that no expenses herein claimed were received or paid from other sources.

Signature _____ Date _____
(Claim must be signed before it can be processed)

Approval of Chairperson (or Coordinator) _____ Date _____

Approval of Committee Staff Liaison _____ Date _____

SEE REVERSE FOR FILING INSTRUCTIONS

TRAVEL EXPENSE CLAIM FORM

INSTRUCTIONS (Revised by Board: February 2014)

GENERAL This form is to be used by individuals traveling on ACSA business. In order to expedite your claim, please follow the steps below:

- 1) **Sign** the expense claim **after completing form** and **attaching receipts**.
- 2) **Submit for approval** to the **committee chair/ council president** immediately after each trip.
- 3) **The chair/ president will then forward** the claim to ACSA's Business Office in Burlingame.
- 4) Out-of-state travel must be **approved in writing** in advance by the **Executive Director** **before** any out-of-pocket expenses will be reimbursed.
- 5) Prior to submitting, retain a copy for your records.

All expense claims should be submitted within five working days from the time incurred in order to be reimbursed on a timely basis.

RECEIPTS FOR ALL EXPENSES MUST BE ATTACHED TO THE EXPENSE VOUCHER

AIR TRAVEL Air Travel should be used only if it's the least expensive way to travel. It is most cost effective to book flight reservations early. Therefore, ACSA asks that you book your flight at least **one month in advance** in order to obtain the lowest fare. First class or business class seat selections on flights will not be reimbursed.

RENTAL Rental Cars should be utilized in cases where it's more economical than air travel or mileage reimbursement. Select the most economical vehicle available. Gasoline costs for rental cars only (vs. personal vehicle) will also be reimbursed.

MILEAGE Mileage will be reimbursed by the rate determined by ACSA and should not exceed the comparable air travel rate and/or cost of a rental car. Mileage will also be reimbursed to and from the airport if one does fly.

LODGING Lodging should be chosen at properties where special ACSA room rates have been established. **Reimbursement for overnight hotel accommodations is authorized only if the meeting is more than one day or if travel arrangements necessitate staying overnight and need to be approved in advance by the Council President and/or Staff Liaison.**

MEALS While traveling on ACSA business, **reasonable** expenses for meals will be reimbursed with a copy of receipts for each meal. Per IRS requirements, please note on the back of the receipt the names in your party and the business purpose of the meal.

OTHER For incidentals such as, postage; bridge tolls and gratuities other than for meals, **receipts for \$25 or more are required**. An explanation must be provided on the expense report as to the nature of the expense.

THE FOLLOWING EXPENSES WILL NOT BE REIMBURSED:

- * Early Check-In for Flights and/or Hotel Rooms
 - * First or Business Class Seat Selection on Flights
 - * Limousine Service
 - * Hotel Mini-Bar Items
 - * Hotel Movie Rentals
 - * Hotel Spa Services
 - * Hotel Laundry Services
 - * Any Personal Expenses
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