Mileage Rate = $.575/mile effective 7/1/2015

Association of California School Administrators, Region 2

P.O. Box 1841, Oroville CA 95965 (530) 282-5331

Return form to Sean Martin, Pollock Pines UESD, 2701 Amber Trail, Pollock Pines 95726

TRAVEL EXPENSE CLAIM

Name (Print) _____ _____ - _____ - _____

First Middle Last SSN (required only 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 _____

DAY	DATE	HONORARIUM (Professional Fee)	TRAVEL Air/Mileage (.575 per mile)	MEALS *	HOTEL*	PARKING	TAXI/ LIMO*	OTHER*
MON								
TUE								
WED								
THUR								
FRI								
SAT								
SUN								
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 any other sources.

Signature _____ Date _____

(Claim must be signed before it can be processed)

Approval of Treasurer
(or Region President) _____ Date _____

SEE REVERSE FOR FILING INSTRUCTIONS

TRAVEL EXPENSE CLAIM INSTRUCTIONS

GENERAL

This form is to be used by individuals traveling on ACSA Region 2 business. If the expense is a regular or special committee activity, the expense claim must be submitted for approval to the region president immediately after each trip. The chair will forward the claim to the Region 2 Treasurer. All expense claims should be submitted within five working days from the time incurred in order to be reimbursed on a timely basis. Expense claims for all other ACSA business must be approved by the appropriate individual before submitting to the Region 2 Treasurer for reimbursement.

RECEIPTS FOR ALL EXPENSES MUST BE ATTACHED TO THE EXPENSE VOUCHER

AIR TRAVEL

Using the Internet is an excellent way to obtain reduced airfares and some airlines give extra flight credits for making online reservations. Some websites to investigate are travelocity.com, lowestfare.com, travelzoo.com, and also the individual carrier websites such as iflyswa.com (Southwest Airlines). ACSA will reimburse.

Another alternative for committee members who fly is to make your reservations through Balboa Travel, 1-800-966-7998 with as much advance notice as possible (30 days in advance is recommended at a minimum). The agency's office hours are 7:30 a.m. to 5:30 p.m. If you are somewhat flexible on the time of your flights, it will be easier to take advantage of the lowest fare. You will be asked for the appropriate program number.

MILEAGE

As a matter of policy, the use of common carrier is encouraged. If it is impractical to travel via common carrier, personal automobile mileage will be reimbursed at the approved mileage allowance.

LODGING

Normally, committee meetings are scheduled so that members can arrive at the meeting and return in one day. **Reimbursement for overnight hotel accommodations is authorized only if the meeting is more than one day or if travel arrangements necessitate staying overnight.** Please attach all receipts.

MEALS

While traveling on ACSA business, **reasonable** expenses for meals will be reimbursed. **All receipts must be attached**.

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.

PERSONAL EXPENSES WILL NOT BE REIMBURSED