

# REDWOOD SCC EXPENSE FORM

Name:  Signature:   
(Please Print)

Address:   
StreetCityZip

**EXPENSES FOR MATERIALS, SUPPLIES, MISCELLANEOUS**

Date of Purchase	Item Purchased	Purpose (Meeting, Event, Etc.)	Amount
<b>Sub-Total</b>			

Receipts required for reimbursement.

**EXPENSES FOR TRAVEL / MEETINGS**

(Date and Location of Meeting) (Name of Group / Committee Meeting)

DATE	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Each Line
Registration Fee								
Breakfast								
Lunch								
Dinner								
Lodging								
Shuttle								
Airfare								
Auto Mileage (\$)								
Parking								
Portage								
<b>Sub-Total</b>								
# of Miles								

***\*Please attach all receipts***

**For Accounting Only:** Check #

Date Paid:

Budget Code:

Current IRS Mileage Rate for 2022 62.5 cents per mile

Updated 2/1/2023

Daily Meal Rate not to exceed \$65 per day or \$35 per meal. Receipts required for reimbursement.

Return completed statement with receipts for reimbursement to:  
**DJ Bowen | RSCC Treasurer | 1165 Arizona Ct | Dixon, CA 95620**