

Redwood Service Center Council Reimbursement Form

Name:

Signature:

(Please Print)

Address:

Street

City

Zip

EXPENSES FOR MATERIALS, SUPPLIES, MISCELLANEOUS

Date of Purchase	Item Purchased	Purpose (Meeting, Event, Etc.)	Amount
Subtotal			

Receipts required for reimbursement.

EXPENSES FOR TRAVEL / MEETINGS

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 (\$)								
# of Miles								
Parking								
Portage								

***Please attach all receipts**

For Accounting Only: Check# _____ **| Date Paid:** _____ **| Budget Code:** _____

Current IRS Mileage Rate for 2023	65.5 cents per mile	Updated:	11/17/23
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RSCC Scholarships will reimburse up to \$1,000 in expenses for attendance at conferences and pre-conferences (you must be registered for the regular conference), to help pay for your registration fee, travel, lodging, and/or meals. Mileage reimbursement not to exceed the cost of airfare. *Lodging will only be reimbursed for days of the conference and any meals not provided by CTA during the days of the conference.*

Daily Meal Rate not to exceed \$90 per day or \$50 per meal. Receipts required for reimbursement.

Return completed statement with receipts for reimbursement to:

Daron Lindsey | RSCC Treasurer | 13649 Arrowhead Rd | Clearlake, CA 95422

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