

# REDWOOD SCC 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
<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 2024 **.67 cents per mile**

Updated: 5/11/2024

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**

***\*\*Please see Page 2 for member reimbursement policy.***

# Membership Expense Reimbursement Policy

## Travel

(1) PLANE: Actual, most economical coach fare (with receipt), up to two checked bags (with receipt). Prior approval must be obtained from the CTA Secretary-Treasurer for reimbursement for more than two checked bags or oversized overweight bags, while traveling by air.

(2) TRAIN OR BUS: Actual fare (with receipt).

(3) AUTO:

(a) The standard business mileage rate (67 cents, effective January 1, 2024) as set by the Internal Revenue Service for transportation expenses. Mileage reimbursement cannot exceed the cost of coach fare.

(b) Mileage to and from the member's home airport at the rate (67 cents, effective January 1, 2024) as set by the Internal Revenue Service for transportation expenses.

(4) AIRPORT SHUTTLE: CTA will reimburse the cost of airport shuttles to and from the meeting site.

(5) PARKING: Actual costs of airport parking and hotel parking. (receipt required)

## Lodging

(1) Single-occupancy hotel room w/2 Queen beds or single King bed. All room upgrades from the hotel's basic room are at the expense of the member.

(2) If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.

(3) Personal charges such as laundry, valet, telephone calls, snacks, and entertainment are not reimburseable.

(4) A maximum of eight dollars (\$8.00) per day for portage is reimbursable.

## Meals

Actual amounts paid including tax and tip, are not to exceed \$50 per meal and \$90.00 for any one day. Itemized receipts are required for all meals. There will be no reimbursement for meals when CTA already provides one.