

REDWOOD SCC REIMBURSEMENT FORM

Name: Signature:
(Please Print)

Address:
StreetCityZip

Phone# Email:

EXPENSES FOR MATERIALS, SUPPLIES, MISCELLANEOUS

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

Receipts required for reimbursement.

EXPENSES FOR TRAVEL / MEETINGS

DATE	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Each Line
Registration Fee								
Breakfast								
Lunch								
Dinner								
Lodging								
Shuttle								
Airfare								
Auto Mileage (\$)								
Parking								
Portage								
Sub-Total								
# 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: 8/18/2024

Daily Meal Rate not to exceed \$90 per day. 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.***

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Membership Expense Reimbursement Policy

Travel

- (1) PLANE: Actual, most economical coach fare (with receipt), up to two checked bags (with receipt)
- (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 \$90.00 for any one day. Itemized receipts are required for all meals. There will be no reimbursement for meals when CTA already