Scan to submit reimbursement request

IMPORTANT:
NEW REIMBURSEMENT PROCEDURES

1. Go to the reimbursement web portal: sccmemberexpense.cta.org
2. Create an Expense Report by filling in the form in the portal.
3. Add expenses and upload supporting documentation.
4. Submit the Expense Report
5. Check your email for confirmation and reimbursement status.

- *Procedures apply to all grants, mileage, or other expense reimbursement requests effective Sept. 2025*
- *Checks will be mailed to the address you provide on the expense report, unless you have ACH deposits set up with CTA.*
- ***HERE** is the ACH form to set up direct deposits with CTA.*

Video Tutorial

Help Doc

Need Help? View the Video Tutorial. Read the step by step help doc. Email: sdctatreasurer@gmail.com

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