

San Diego County Service Center Council

Steering Committee Member Conference Expense Form

Date and Location of Meeting

Name of Group/Committee Meeting

Name:

Please Print

Address:

Street City ST Zip

Date	Sunday /	Monday /	Tuesday /	Wednesday /	Thursday /	Friday /	Saturday /	Total Each Line
Breakfast	\$	\$	\$	\$	\$	\$	\$	\$
Lunch								
Dinner								
Registration								
Lodging								
Shuttle								
Airfare								
Auto Mileage (\$)								
Parking								
Portage								
TOTAL								
# of Miles								Total Due

APPROVALS

Dates Listed/Attendance Verified

\$

ATTACH LODGING RECEIPTS & TRANSPORTATION TICKET STUBS

a. 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 mile rate (62.5 cents, effective June 1, 2022) as set by the Internal Revenue Service for transportation expenses. Mileage reimbursement cannot exceed the cost of coach plane fare.
 - (b) Mileage to and from the member's home airport at the rate (62.5 cents, effective June 1, 2022) 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. Taxi fare shall be reimbursed only when no other form of transportation is available.
- (5) PARKING: Actual costs of airport parking and hotel parking.

b. Lodging

- (1) Half the cost of a double-occupancy hotel room (with copy of actual hotel bill as receipt). Those wishing a single room must pay the difference except for extenuating circumstances which must be approved in advance. Circumstances may include but are not limited to physically challenged, other medical reasons, persons in groups consisting of twenty-five (25) or fewer persons requiring overnight lodging may be reimbursed for single-occupancy where not otherwise directed by the Board.
- (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 reimbursable.
- (4) A maximum of six dollars (\$6.00) per day for portage is reimbursable.

c. Meals

Actual amounts paid **including tax and tip**, not to exceed \$70.00 (effective 9/1/06) for any one day will apply, except for days when meals are provided by CTA. Receipts are required for meals costing \$35.00 or more. Extra meals

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