

# UTLA AFFILIATE MEMBER EXPENSE REIMBURSEMENT FORM

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

NAME OF ACTIVITY ATTENDED \_\_\_\_\_ Date of Activity \_\_\_\_\_

**Attach actual itemized receipts for lodging, transportation, parking and all meals (no copies). Bank/Credit Card Statements not accepted. Shared receipts must include all delegate names.**

- Travel:**
- a. Actual most economical coach fare on airline, train, or bus **(with receipt)**.
  - b. Up to two checked bags **(with actual receipt)** not to exceed \$60.00 total.
  - c. Costs of parking at home airport **(with actual receipt)**.
  - d. Actual cost for private transportation to and from airport, and electronic confirmation of mileage.
  - e. Standard IRS mileage rates will apply for conference held outside of Los Angeles County.  
Example: Palm Springs, San Diego, etc. **(mileage cannot exceed roundtrip cost of coach plane, train or bus fare)**.  
Rental cars are not reimbursable.

- Lodging:**
- a. Half the cost of double occupancy room allowed. **(Delegates wishing a single room or upgrade must pay the difference)**.
  - b. Personal charges, such as laundry, refrigerator, valet, telephone calls and entertainment are not reimbursable.
  - c. Up to seven dollars (\$7.00) per day for portage is reimbursable.

- Meals:**
- a. Actual amounts paid are not to exceed \$70, including tax and tip for the day. Receipts required for all meals.
  - b. Reimbursement will not be provided for meals that are included during the conference or activity.

**DEADLINE FOR FILING CLAIMS:**

All claims must be filed within 30 days of the end of the month in which they are incurred. An additional thirty-day period may be granted for extenuating circumstances set forth in a letter of explanation and filed with the claim. Claims filed more than 60 days after the end of the month in which they are incurred shall require approval by the affiliate Board of Directors.

**TOTAL EACH LINE**

DATE	Sunday / /20	Monday / /20	Tuesday / /20	Wednesday / /20	Thursday / /20	Friday / /20	Saturday / /20	Total
<b>BREAKFAST</b>								
<b>LUNCH</b>								
<b>DINNER</b>								
<b>LODGING</b>								
<b>PLANE, TRAIN OR BUS</b>								
<b>REGISTRATION</b>								
<b>PARKING</b>								
<b>TAXI/SHUTTLE</b>								
<b>AUTO MILEAGE</b>								
<b>TOTAL # OF MILES</b>								
<b>PORTAGE</b>								

Total Expenses \_\_\_\_\_

Less Advances \_\_\_\_\_

APPROVED \_\_\_\_\_ ACCT \_\_\_\_\_ TOTAL DUE \_\_\_\_\_

UTLA Affiliate President

