



California JPIA

REQUEST FOR TRAVEL EXPENSE REIMBURSEMENT

Attendee Name: _____ Telephone: _____

Attendee Address: _____
 (If requesting individual reimbursement)

Member Agency: _____

Meeting: Board of Directors Executive Committee
 Managers Committee Finance Officers Committee

Date of Meeting: _____ Location of Meeting: _____

	Member Agency Expenses	Attendee Expenses
FOOD & LODGING (\$200 Max Reimbursement)	\$ _____	\$ _____
TRAVEL (\$400 Max Reimbursement)		
Private Car:		
Total Miles _____ X \$0.575=	\$ _____	\$ _____
Car Rental	\$ _____	\$ _____
Air, Bus, or Train Fare	\$ _____	\$ _____
Taxi	\$ _____	\$ _____
Parking Fees	\$ _____	\$ _____
Total Payable to MEMBER AGENCY	\$ _____	Total Payable to ATTENDEE
		\$ _____

Please provide receipts for expenses in excess of \$25.00.

Signature: _____

Date: _____

Return to: **California JPIA**
 8081 Moody Street
 La Palma, CA 90623

Approval: _____

California JPIA

Travel Expense Reimbursement Policy

To encourage the participation of all of the members in the decision-making processes of the organization, it is the policy of the California JPIA to reimburse travel expenses of authorized voting representatives of member agencies (member representatives) attending meetings of the Board of Directors, Executive Committee, Managers Committee, or Finance Officers Committee.

Member representatives traveling to attend a meeting will be eligible to request reimbursement of travel expenses according to the following policy. Copies of receipts or other proof of travel expenses must be submitted with the Request for Travel Expense Reimbursement form, within forty-five days of the incurred expense, to receive reimbursement.

Board of Directors Meetings

The authorized voting delegate or his or her authorized alternate and one other member representative will be reimbursed at the current IRS allowed rate for miles driven roundtrip from their agency headquarters to attend the Board of Directors meeting. Mileage will be reimbursed up to a maximum of \$400. Those choosing to fly will receive reimbursement for airfare and transfers up to a maximum of \$400. Mileage reimbursement shall be provided based upon attendance without submission of a reimbursement form.

In addition, the authorized voting delegate or his or her authorized alternate and one other member representative traveling more than 100 miles will be eligible for reimbursement for lodging expenses (for one night) up to a maximum of \$200. Submission of a reimbursement form and copy of hotel receipt is required.

The authorized voting member representative shall receive a stipend of \$100 to defray the cost of meals and other miscellaneous expenses. A maximum of one stipend shall be provided to any member representative regardless of the number of agencies represented. The stipend shall be provided to all eligible attendees without submission of a reimbursement form.

Executive Committee Meetings

One member representative from any member agency will be eligible for reimbursement at the current IRS allowed rate for miles driven roundtrip from their agency headquarters to attend an Executive Committee meeting. Mileage will be reimbursed up to a maximum of \$400. Those choosing to fly will receive reimbursement for airfare and transfers up to a maximum of \$400. Mileage reimbursement shall be provided based upon attendance without submission of a reimbursement form.

In addition, one member representative from any member agency traveling more than 100 miles, roundtrip, to attend an Executive Committee meeting will be eligible for reimbursement for food and lodging expenses (for one night) up to a maximum of \$200. Submission of a reimbursement form is required.

Elected members of the Executive Committee, the Chairs of the Managers and Finance Officers Committees and the Authority Treasurer, traveling more than 100 miles, roundtrip, to attend an Executive Committee meeting, will also be eligible for reimbursement for travel, food and lodging as outlined above.

Managers and Finance Officers Committee Meetings

The authorized voting representative or his or her authorized alternate will be eligible for reimbursement at the current IRS allowed rate for miles driven roundtrip from their agency headquarters to attend a meeting of the Managers Committee or Finance Officers Committee. Mileage will be reimbursed up to a maximum of \$400. Those choosing to fly will receive reimbursement for airfare and transfers up to a maximum of \$400.

In addition, one authorized voting representative or his or her authorized alternate traveling more than 100 miles, roundtrip, to attend a meeting of the Managers Committee or Finance Officers Committee will be eligible for reimbursement for food and lodging expenses (for one night) up to a maximum of \$200.

Reimbursement for expenses associated with attendance at Managers and Finance Officers Committee meetings shall be provided upon submission of a Request for Travel Expense Reimbursement form.