



2024 Board of Directors Travel Expense Voucher

Please use one form per meeting.

Director's Name _____ Requesting Date _____
 Meeting Location _____

Type of Expense (Transportation & Incidental Expenses) _____ Expense Date _____ Total _____

Total

Principal expenses are transportation and incidental expenses incurred through participation in Cal Cities Board of Directors meetings, with the exception of the board meeting held in conjunction with Annual Conference.

(1) TRANSPORTATION:

- a. Air travel: Attach supporting documentation.
- b. Automobile mileage: Automobile mileage from home or place of business to and from the Board meeting or the airport reimbursed at the 2024 IRS rate of 67 cents per mile. The maximum reimbursement for transportation by automobile will be the equivalent of airfare from the point of embarkation to the site of the Board meeting and return trip.
- c. Ground transportation to and from the airport to the Board meeting location reimbursed with supporting documentation.
- d. Airport and hotel parking fees reimbursed with supporting documentation.

(2) LODGING: Your lodging is covered under Cal Cities' master account. You are responsible for additional charges to your bill such as Wi-Fi, etc.

(3) INCIDENTAL EXPENSES: This category is intended to include miscellaneous expenses, tips, etc., for which the Board of Directors is allowed \$20 per day or portion thereof. Please provide receipts if available.

PLEASE SUPPLY PAYMENT INFORMATION: ONE PAYEE PER FORM PLEASE.

Check Payable to City of:

Attention to: _____
(If left blank, Attn line will read "Accounting Dept")

Address: _____

City: _____

Zip: _____

OR

Check Payable to:

Address: _____

City: _____

Zip: _____

PLEASE RETURN TO: Pam Herrera, Executive Assistant, pherrera@cacities.org

NOTE: All Directors are covered by travel insurance in the amount of \$100,000.