



# 2024 Expense Reimbursement Form

Please note: a **signed** reimbursement request must be RECEIVED at the Academic Senate Office no later than 20 days following the event for which the expenses were incurred, OR No later than July 10th for events occurring between June 1st -30th. Requests received after the applicable deadline will NOT be honored.  
**\*Itemized receipts required for all claimed expenses. Meals paid at actual receipt amount, up to maximum. ASCCC does not pay a per diem. Refer to <https://www.asccc.org/sites/default/files> for allowable travel reimbursements. Submit form and receipts to: [accountant@asccc.org](mailto:accountant@asccc.org)**

Name: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Purpose of Travel: \_\_\_\_\_ College: \_\_\_\_\_  
 Destination: \_\_\_\_\_ Person in Charge of Meeting: \_\_\_\_\_

**TRAVEL EXPENSES**

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Line Total
	/	/	/	/	/	/	/	
Max Daily Meals \$54.00								
Lodging								
Ride-share/Taxi								
Airfare/Train								
Parking								
Incidentals** \$5.00/day								
Mileage (\$)								
<b>Totals</b>								
Number of Miles*** \$0.67/mi								<b>Travel Total</b>

Check here if ASCCC paid for flight or hotel arrangements. Do not include in costs above.

**OTHER EXPENSES:** Must include full description below and itemized receipts to be eligible for reimbursement:

Description	Purpose	Amount
<b>Grand Total:</b>		

\*\* Incidentals permitted for ASCCC Executive Committee Only.

\*\*\* Attach Google Maps, or similar printout, to support total miles requested for reimbursement. **Max Mileage reim \$300. See Expense Reim Policy.**

**I certify that I incurred the costs above and all itemized receipts and reports are attached, as necessary, and that all expenses submitted are for business related to Academic Senate activities.**

Your Signature: \_\_\_\_\_

Return to: [accountant@asccc.org](mailto:accountant@asccc.org)  
 Academic Senate for California Community Colleges  
 One Capitol Mall, Suite 230, Sacramento, CA 95814  
 Phone: (916) 445-4753 / Fax: (916) 323-9867