REGIONAL COUNCIL EXPENSE REIMBURSEMENT REQUEST

Please return form to Tess Rey-Chaput at rey@scag.ca.gov

Name _____ Today's Date _____

Organization _____ Phone _____

Email _____ WBS Element _____

For Accounting Use Only

PURPOSE: _____

TRAVEL DATES: From _____ To _____

Date	Location / Start to End Travel Points	Personal Car Miles	Mileage @54cents/mi	Transportation			Meal*	Lodging*	Other* (Including Parking)	Total
				Airfare*	☐Bus ☐Shuttle ☐Taxi ☐Train*	Car Rental*				
			$0.00							$0.00
			$0.00							$0.00
			$0.00							$0.00
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			$0.00							$0.00
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			$0.00							$0.00
			$0.00							$0.00
		0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	
									TOTAL:	$0.00

FRAUD WARNING STATEMENT: SCAG shall require prompt and complete repayment from any person who is reimbursed by SCAG based upon a false or fraudulent claim for reimbursement. SCAG reserves the right, at its sole discretion, to take any administrative or legal action (including criminal charges) that it considers appropriate in connection with or arising from any false or fraudulent claim for reimbursement submitted by any person.

With full understanding of the above, the undersigned hereby certifies that all the information contained in this reimbursement form is true and correct to the best of his or her knowledge and that the request for reimbursement is made in accordance with all applicable SCAG policies.

Submitted by: _____ Name _____ Signature _____ Date

Reviewed by: _____ Name _____ Signature _____ Date

Approved by: _____ Name _____ Signature _____ Date

* Attach **Original** receipt

* If Train fare exceeds $25.00, attach **Original** receipt

* If Bus, Parking, Shuttle, Taxi exceeds $10.00, attach **Original** receipt

NOTE: Lodging Max within California Excluding Taxes = $90.00/day

Except: Napa, Riverside, Sacramento Counties = $95.00/day

Los Angeles, Orange, Ventura Counties = $120.00/day

Alameda, San Diego, Santa Clara, San Mateo, Monterey Counties = $125.00/day

San Francisco County and City of Santa Monica = $150.00/day

Out of State Lodging is based on Federal Max Lodging Rates