



REGIONAL COUNCIL EXPENSE REIMBURSEMENT REQUEST

Please return form to Maggie Aguilar at aguilarm@scag.ca.gov

*See reverse side for information on travel expenses from SCAG's Regional Council Policy Manual
(RC Approved 06/09/19, as amended through 11/03/22)

Payable To: _____

Member Name: _____

Email: _____ Phone: _____

For Accounting Use Only

WBS Element		

DATE	MEETING NAME <small>(For Stipend Purposes)</small>	LOCATION	POINT OF ORIGIN	PERSONAL CAR MILES	MILEAGE <small>65.5¢/mile</small>	TRANSPORTATION			MEAL *	LODGING*	OTHER* <small>(Including Parking)</small>	TOTAL
						AIRFARE*	<input type="checkbox"/> BUS <input type="checkbox"/> TAXI/CAR SERVICE	<input type="checkbox"/> SHUTTLE <input type="checkbox"/> TRAIN*				
											TOTAL	
											TOTAL	

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

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
 San Diego, Monterey Counties = \$125.00/day
 Alameda, Santa Clara, San Mateo Counties = \$140.00/day
 City of Santa Monica = \$150.00/day
 San Francisco County = \$250.00/day
 Out of State Lodging is based on Federal Max Lodging Rates



Excerpts from the Regional Council Policy Manual (RC Approved 06/09/19, as amended through 11/03/22)

F. Travel Policy for Representatives of Members of the Regional Council and SCAG Officers

- (1) Representatives of Regional Council Members and SCAG Officers who attend meetings on behalf of SCAG are eligible to receive travel reimbursement for: (a) actual costs of airplane, bus, train, rental car, shuttle, taxi or car service (e.g. Lyft); (b) miles travelled using a personal automobile; and (c) actual parking expenses. Mileage will be reimbursed at the prevailing federal reimbursement rate. Distances will be calculated based on the travel distance from the representative's seat of government and the meeting location. An airplane, taxi, car service or rental car should be used only if it is the best alternative considering both cost and time. Taxi, shuttle and car service gratuities should not exceed 15%. Parking at SCAG's Los Angeles office will be validated.
- (2) International travel always requires advance approval of the Regional Council.
- (3) SCAG representatives of Regional Council Members and SCAG Officers should, whenever possible, use SCAG staff to arrange all air travel. Only economy air travel is allowed. Except for air travel, whenever possible representatives of Members of the Regional Council and SCAG Officers should make their own surface travel and lodging arrangements and obtain reimbursement from SCAG for all expenses incurred. If SCAG representatives make their own air travel arrangements and if the cost of airfare significantly exceeds costs regularly paid by SCAG for air travel, approval of SCAG's President will be required before reimbursement will be made.
- (4) The cost of alcoholic beverages cannot be claimed for reimbursement. Meal allowances will not be paid if meal service is provided by SCAG (e.g. lunch at meetings of the Regional Council). The following allowances for meals and incidentals, or 150% (one hundred fifty percent) of the reimbursement amounts approved by the State of California, whichever is higher and which include an allowance for gratuities, shall apply and be reimbursed without receipts. Higher amounts may be approved by the Regional Council in the case of international travel.
 - a. Breakfast costs of \$10.50 if away from home or if travel begins from home to a meeting that starts at 10AM or earlier.
 - b. Lunch costs of \$16.50.
 - c. Dinner costs of \$34.50 if away from home or if the travel begins from home to a meeting that starts at or before 4PM and ends at or after 7PM.
 - d. Incidental costs of \$5 for each day involving an overnight stay away from home.
- (5) Lodging is reimbursable at the applicable government rate plus taxes if: (a) required for trips outside of the SCAG Region; (b) an individual is required to travel 75 miles or more one way for a SCAG related activity that begins at 10 AM or earlier; or (c) an individual is required to attend a SCAG related activity that begins at 1 PM or later and is required to attend a SCAG related activity the following day that begins at 10 AM or earlier. If government lodging rates do not appear to be available, assistance should be requested from SCAG staff, if possible, to avoid paying above government rates. Lodging charges that are more than double standard government rates for the locale of the lodging will require approval of the SCAG President before reimbursement can be made.
- (6) All travel costs must be fully documented, as required, with receipts identifying the date and time the expenses were incurred, the location and the purpose of the travel or expense. The SCAG President or SCAG's Executive Director or his/her designee must approve travel reimbursement requests without receipts in the case of lost or partial receipts.