

Payable To:

Email:

Member Name:

DATE

MEETING NAME

(For Stipend Purposes)

REGIONAL COUNCIL EXPENSE REIMBURSEMENT REQUEST

Phone:

POINT OF ORIGIN

PERSONAL

CAR MILES

MILEAGE

\$0.585/mile

AIRFARE*

LOCATION

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| AUD WARNING STAT | EMENT: SCAG shall require prompt and complete eright, at its sole discretion, to take any administra | repayment from any person who is | reimbursed by SCAG based upon | a false or fraudulen | t claim for reiml | burse |
| y false or fraudulent c | e right, at its sole discretion, to take any administra laim for reimbursement submitted by any person. | itive or legal action (including crim | mai charges) that it considers appro | opriate in connection | ni with or arising | giron |
| th full understanding d | of the above, the undersigned hereby certifies that reimbursement is made in accordance with all app | all the information contained in thi licable SCAG policies. | s reimbursement form is true and c | orrect to the best o | f his or her knov | vledg |
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| UBMITTED BY: | NAME | SIGNATURE | | DATE | | |
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| EVIEWED BY: | | | | | | |
| EVIEWED BY: | NAME | SIGNATURE | | DATE | | |
| EVIEWED BY: PPROVED BY: | NAME | SIGNATURE | | DATE | | |

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 02/03/22)

LODGING*

OTHER*

(Including Parking)

TOTAL

| For Accounting Use Only | or Accounting Use Only | | | | | | | |
|-------------------------|------------------------|--|--|--|--|--|--|--|
| WBS Element | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

MEAL*

TRANSPORTATION

□BUS □SHUTTLE
□TAXI/CAR SERVICE □TRAIN*

| | | | TOTAL | | | |
|---|--|--|-------|--|--|--|
| * 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

Revised: May 10, 2022



Excerpts from the Regional Council Policy Manual (RC Approved 06/09/19, as amended 02/03/22)

- 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 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.