

CalTIP

EDUCATION FUND REIMBURSEMENT POLICY and EDUCATION FUND REIMBURSEMENT REQUEST FORM

CalTIP member agencies may request reimbursement for Board members or agency staff to attend specified conferences and seminars sponsored by public risk management associations. Member agencies are limited to three requests per year that will be eligible for reimbursement, and no more than 30 total reimbursements will be made available per fiscal year to all CalTIP members. Approval for reimbursement will be granted on a "first come, first served" basis.

Reimbursement will be provided for the cost of the conference or seminar registration, travel to and from the event, and lodging. A per-diem allowance will be paid to cover meal expenses. Reimbursement will be provided as specified in this policy.

CalTIP's reimbursement policy is to reimburse for actual travel expenses incurred in traveling to and from an approved conference or seminar, **based on actual automobile mileage driven — at the actual IRS allowance (currently 48.5 cents) — or actual cost of purchasing plane, train or bus fare.** Reimbursement will only be provided for seminars and conferences offered by Board approved firms and associations.

With the exception of airfare (see below), each travel mode's reimbursement rate will be capped at a maximum in each fiscal year, established by an annual survey of fares. The Board may elect to perform this price survey more frequently. The current schedule of caps is as follows:

<u>Travel Mode</u>	<u>Maximum Reimbursable Amount</u>
Train	\$225.000
Bus	\$150.000
Automobile	\$ 0.485 cents per mile (est. Jan., 2006)

Airfare - Airfare will be reimbursed at the direct cost of the ticket (est. April, 2001). Airfare will only be reimbursed for approved travel, and every effort should be made to secure the best rate available at the time of travel.

Private Transportation - CalTIP will **not** reimburse for the direct costs associated with utilizing private transportation modes or the cost of utilizing rental transportation. CalTIP will reimburse these modes based on either the common carrier fare that otherwise would have been available, or the standard IRS automobile mileage rate, as appropriate.

Rental Transportation - CalTIP will pay the direct cost of rental transportation only if the net cost is cheaper than if the attendee flies directly to an airport closer to the meeting location. Otherwise CalTIP pays the mileage reimbursement rate based on miles driven in the rental vehicle.

Reimbursement will be provided for the direct cost of lodging and seminar/conference registration. For all expenses, attendees will be required to submit -- along with a CalTIP Educational Fund Reimbursement Request Form -- copies of receipts or other documentation showing proof of the expenditures. For automobile travel, attendees will be required to provide the round trip mileage from home or work, directly to the meeting location and back. Mileage to an airport, bus station train station or rental agency should also be provided if these modes of travel are being used. Additionally, a hotel receipt must be provided in order to receive the per diem allowance.

CalTIP's policy is to reimburse the agency employing an individual for that person's travel expenses. However, CalTIP will reimburse individuals directly, subject to receipt of written notification by the agency employing the individual that such form of reimbursement is authorized and that no double reimbursement will occur.

CalTIP Education Reimbursement Fund

REIMBURSEMENT REQUEST FORM

Member Agency: _____
Conference / Seminar: _____
Sponsored by: _____
Event Date(s): _____
Name of Attendee: _____

Reimbursable Expenses:

1. **Event Registration** \$ _____
2. **Automobile Mileage:** Enter the total number of miles driven to and from the conference or seminar:
 $48.5¢ \times \text{_____ miles}^* = \$ \text{_____}$
3. **Other Transportation:** Report on the following lines, as appropriate, the price of the plane ticket, train ticket or bus ticket that you purchased, to travel to and/or return from the event (include total round-trip price, if appropriate):
 - A. Plane ticket price: \$ _____
 - A. Train ticket price: \$ _____
 - A. Bus ticket price: \$ _____
 - A. Other transportation** : \$ _____
4. **Lodging:** Report the direct cost of lodging: \$ _____
5. **Per Diem:** Enter the number of days for which you are seeking a per diem reimbursement:
 $\$50 \times \text{_____ days} = \$ \text{_____}$

Total Reimbursement (Lines 1-5): \$ _____

VERY IMPORTANT: Attach to this form copies of receipts or other documentation for all expenditures made in accordance with the CalTIP Educational Fund Reimbursement Policy.

* If you used rental transportation, report your miles traveled from the rental agency.

** If you used private transportation, such as a private airplane, report "Private" and your origination site on line 3.A., and CalTIP will reimburse based on the common carrier fare otherwise available from your origination site.

CalTIP Education Reimbursement Fund

REIMBURSEMENT REQUEST FORM

(continued)

Name of Director approving reimbursement form:

Signature of Director approving reimbursement form:

Payee to be listed on reimbursement check:¹_____

Address where reimbursement check is to be mailed:

Date: _____

¹ CalTIP's policy is to reimburse the agency employing an individual for that person's travel expenses. However, CalTIP *will* reimburse individuals directly, subject to CalTIP's receipt of written notification by the agency employing the individual that such form of reimbursement is authorized and that no double reimbursement will occur. If you request an individual to be the named Payee, this form must be accompanied by the appropriate written notification.

Please mail this form to CalTIP with copies of your tickets and receipts, to the following address:

**CalTIP
1415 L Street, Suite 200
Sacramento, CA 95814**