

**TAP**

Teachers Association of Paramount  
 17434 Studebaker Road  
 Cerritos, CA 90703

**MEMBERS EXPENSE STATEMENT**

<b>ATTACH RECEIPTS</b>
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Name of Event \_\_\_\_\_

Date & Location of Event \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ \_\_\_\_\_

Member Name \_\_\_\_\_

Member Address \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

DATE	Sunday /	Monday /	Tuesday /	Wednesday /	Thursday /	Friday /	Saturday /	Total Each Line
Conference Fee	\$	\$	\$	\$	\$	\$	\$	\$
Breakfast								
Lunch								
Dinner								
Lodging								
Shuttle								
Airfare								
Auto Mileage (\$)								
Parking								
Portage								
Other								
TOTAL Expenses								
<b>Less Advance</b>								
# of Miles								<b>Total Due</b> \$

According to IRS rules, this form must be turned in within 30 days of the event and with receipts to receive reimbursement. The 2019 IRS mileage rate is 58 cents per mile. The reimbursement check will be mailed to your home or school site within 2 weeks.

Mail to: Teachers Association of Paramount, 17434 Studebaker Road, Cerritos, CA 90703

Approval \_\_\_\_\_ Date \_\_\_\_\_ Amount Reimbursed \$ \_\_\_\_\_ Check # \_\_\_\_\_

## CTA MEMBERSHIP EXPENSE REIMBURSEMENT POLICY – STANDING RULE

### Standing Rule 1: Membership Expense Reimbursement Policy\

1. The rules governing the control for necessary expenses for members on Association business as authorized by the Board of Directors are as follows:

**a. TRAVEL (Requires advanced approval from the Executive Board):**

- (1) PLANE: Actual, most economical coach fare (attach receipt)
- (2) TRAIN or BUS or TAXI: Actual Fare (attach receipt)
- (3) AUTO:
  - (a) Standard IRS Business Mileage Rate
  - (b) Mileage reimbursement will be calculated using the shortest highway route
  - (c) Mileage reimbursement cannot exceed the cost of coach plane fare.
  - (d) Toll roads and bridges reimbursed at actual cost

4. Parking: Actual costs of airport parking and hotel parking excluding valet parking

**b. LODGING** (attach statement):

1. CTA/NEA Conferences – Half the cost of a double-occupancy hotel room. Those wishing a single room must pay the difference except for extenuating circumstances (physically challenged or other medical reasons) which must be approved in advance
2. Other Travel or Conferences – Cost of a standard hotel room
3. If travel by auto results in an extra night hotel room, such charge is not reimbursable.
4. Personal charges such as laundry, personal telephone calls, snacks, pay-per-view movies, and entertainment are not reimbursable
5. A maximum of seven dollars (\$7.00) total per day for portage and a housekeeping tip is reimbursable

**c. MEALS** (attach receipts):

1. Reimbursements are not allowed when a meal is provided by the local, UniServ, Service Center Council, CTA or NEA
2. Individual meal limit is \$40.00 including tax and tip
3. Actual amounts paid including tax and tip not to exceed \$70.00 per any one day
4. Receipts are required for all meal reimbursements of \$10.00 or more
5. Meals are defined as breakfast, lunch & dinner (includes beverage, dessert, tax & tip)
6. Maximum tip reimbursable percentage is 18%
7. Extra meals required by auto travel are not reimbursable

**d. OTHER REIMBURSEMENTS** (Require advance approval from the Executive Board):

1. Cell phone calls reimbursement for business use while traveling
2. Hotel Internet Connection to contact bargaining unit members

**e. DEADLINE FOR FILING EXPENSE REIMBURSEMENTS:**

All expense reimbursements must be filed within thirty (30) days of the end of the month in which the expenses were incurred. An additional thirty (30) day period may be granted by the Executive Board for extenuating circumstances set forth in an attached letter to the expense reimbursement.