

# Vacaville Teachers Association-VTA/CTA/NEA

Brenda Hensley, Treasurer  
[mathgirl2001@yahoo.com](mailto:mathgirl2001@yahoo.com), 707-365-1715  
 319 Black Oak Lane, Napa CA 94558

## Conference Reimbursement Form

Conference Attended \_\_\_\_\_

Member Name \_\_\_\_\_ School Site \_\_\_\_\_

Address \_\_\_\_\_ City & Zip \_\_\_\_\_

Phone #s H: ( ) \_\_\_\_\_ S: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

| DATE                    | Sun<br>/ / | Mon<br>/ / | Tues<br>/ / | Wed<br>/ / | Thurs<br>/ / | Fri<br>/ / | Sat<br>/ / | Total<br>Each<br>Line | VTA<br>Treasurer<br>Code |
|-------------------------|------------|------------|-------------|------------|--------------|------------|------------|-----------------------|--------------------------|
| *Meals                  |            |            |             |            |              |            |            |                       |                          |
| Lodging                 |            |            |             |            |              |            |            |                       |                          |
| Airfare                 |            |            |             |            |              |            |            |                       |                          |
| Parking                 |            |            |             |            |              |            |            |                       |                          |
| Shuttle                 |            |            |             |            |              |            |            |                       |                          |
| Conference<br>Reg. Fees |            |            |             |            |              |            |            |                       |                          |
| Portage***              |            |            |             |            |              |            |            |                       |                          |
|                         |            |            |             |            |              |            |            |                       |                          |
|                         |            |            |             |            |              |            |            |                       |                          |
|                         |            |            |             |            |              |            |            |                       |                          |
| **Auto (\$)             |            |            |             |            |              |            |            |                       |                          |
| <b>TOTALS</b>           |            |            |             |            |              |            |            |                       |                          |
| # of Miles              |            |            |             |            |              |            |            |                       |                          |

\*Meals: Reimbursement except for when meals are provided by RSCC or CTA/NEA. Actual amounts paid including tax and tip, not to exceed \$80 for any one day. Receipts required for all meals. When RSCC, CTA or NEA has provided partial meals for a day, then the following are maximums for non-provided meals (per day):  
 Breakfast: \$18, Lunch: \$22, Dinner: \$40.

\*\*Auto: 53.5¢ per mile (updated 1/1/17).

\*\*\*Portage is not to exceed \$7 per day.

### ATTACH ALL RECEIPTS

**Requests for reimbursement must be submitted to VTA Treasurer within sixty (60) days or payment will not be given.**

**If checks are not cashed within six (6) months, they will not be honored.**

| For VTA Treasurer Use Only |  |  |  |
|----------------------------|--|--|--|
| Accounting Code            |  |  |  |
| Amount                     |  |  |  |
| Total Amount               |  |  |  |
| Check Number               |  |  |  |
| Date Issued                |  |  |  |

**INCLUDING LODGING, TRANSPORTATION, & MEALS**