

# Vacaville Teachers Association-VTA/CTA/NEA

Brenda Hensley, Treasurer

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## Long Conference Reimbursement Form

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

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

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

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

DATE	Sun / /	Mon / /	Tues / /	Wed / /	Thurs / /	Fri / /	Sat / /	Total Each Line	VTA Treasurer Code
*Meals									0630
Lodging									0620
Airfare									0620
Parking									0620
Shuttle									0620
Conference Reg. Fees									0640
Portage***									0620
**Auto (\$)									0620
<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 \$85 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: \$20, Lunch: \$25, Dinner: \$40.

\*\*Auto: 54.5¢ per mile (updated 1/1/18).

\*\*\*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**