

Vacaville Teachers Association-VTA/CTA/NEA

Brenda Hensley, Treasurer

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319 Black Oak Lane, Napa CA 94558

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
TOTALS									
# 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: 58¢ per mile (updated 1/1/19).

***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