

**EXPENSE REIMBURSEMENT REQUEST**

Please attach receipts (including airline tickets) or substantiating documents for all expenses claimed.

Name \_\_\_\_\_

AFT Local Name & No. \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**PURPOSE OF EXPENDITURE**

- Executive Council
- State Council
- Adult Education Commission
- Career and Technical Education Committee
- Civil, Human & Women's Rights Committee
- Early Childhood Committee
- English Language Learner Committee
- Educational Issues Committee
- Educational Technology Committee
- Labor in the Schools Committee
- Part-Time Faculty Committee
- Retirement Committee
- Safe & Non-Violent Schools Committee
- Special Education Committee
- Other \_\_\_\_\_

Date(s) \_\_\_\_\_

Location \_\_\_\_\_

**TRAVEL**

Airfare (or equivalent) ..... \$ \_\_\_\_\_

Mileage \_\_\_\_\_ miles @ 55¢ ..... \$ \_\_\_\_\_

Parking ..... \$ \_\_\_\_\_

Other travel (explain) ..... \$ \_\_\_\_\_

**Total travel expenses** ..... \$ \_\_\_\_\_

(Note: Expenses under airfare and mileage are reimbursed as follows: Where airfare is available, mileage is to be no more than airfare. See guidelines on reverse.)

**MEETING EXPENSES**

Hotel ..... \$ \_\_\_\_\_

Meals ..... \$ \_\_\_\_\_

**Total meeting expenses** ..... \$ \_\_\_\_\_

**MISCELLANEOUS**

Phone ..... \$ \_\_\_\_\_

Office supplies ..... \$ \_\_\_\_\_

Postage ..... \$ \_\_\_\_\_

Printing ..... \$ \_\_\_\_\_

Printing supplies ..... \$ \_\_\_\_\_

Copying ..... \$ \_\_\_\_\_

Other ..... \$ \_\_\_\_\_

**Total miscellaneous expenses** ..... \$ \_\_\_\_\_

**TOTAL EXPENSES CLAIMED** ..... \$ \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return request to

**Dennis Smith, Secretary Treasurer**  
**California Federation of Teachers**  
**2550 N. Hollywood Way, Suite 400**  
**Burbank, California 91505**

# Guidelines for Reimbursing Travel Expense Claims

If you have any questions about expenditures you may incur in the course of your work for the CFT, check with Assistant to the President Margaret Shelleda, CFT Oakland (510-523-5238), or Secretary Treasurer Dennis Smith, CFT Burbank (818-843-8226).

Bear in mind that:

- All expenses require receipts for reimbursement.
- With enough lead time, the Burbank office will pay conference registrations and purchase airline tickets for you. The sooner you make the reservations, the better chance we have of getting a low-cost ticket. Also, you won't incur out-of-pocket expenses or have the charges on your credit card if you go through the Burbank office.
- Expenses submitted 60 days following the date of the function will be reimbursed only after approval by the CFT Executive Council.
- CFT reimburses for mileage at 55¢/mile to and from airport and/or meeting; where airfare is available that would result in a lower cost, CFT reimburses up to the amount of that airfare. (See Expense Reimbursement Request).
- You should use the least expensive way to your meeting: use the airport closest to your destination; use airport shuttles where available, or shared taxis; get advance approval for car rentals; avoid using valet parking.
- CFT does not reimburse for parking violations or traffic tickets.
- If a trip requires an overnight stay, share hotel rooms when possible.
- CFT does not reimburse for newspapers, video rentals, laundry or dry-cleaning in hotels.
- When requesting reimbursement for meals, observe the following times:
  - ❖ breakfast counts as a travel expense if travel begins before 6 a.m. or ends after 10 a.m.,
  - ❖ lunch counts as a travel expense if travel begins before 11 a.m. or ends after 2 p.m.,
  - ❖ dinner counts as a travel expense if travel begins before 5 p.m. or ends after 7 p.m.
- CFT does not reimburse expenses for individuals accompanying representatives.
- Avoid hotels and restaurants on the “Do Not Patronize” list; seek out union facilities.