

# 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 & Technical Education Committee
- Civil, Human & Women's Rights Committee
- Classified & Faculty Unity Committee
- Early Childhood Committee
- Educational Issues Committee
- Educational Technology Committee
- English Language Learners Committee
- Ethnic Minority Participation Leadership 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 @ \$0.555 ..... \$ \_\_\_\_\_

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

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

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

## 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

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

(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.)

# 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 Executive Director Daniel Martin, CFT Bay Area office (510-523-5238), or Secretary Treasurer Jeffery Freitas, 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 \$0.555/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 while traveling, observe the following:
  - Meal receipts must include details of all items ordered, the tip, and final payment.
  - Receipts should include the number in party, names, and reason for meeting if submitting for more than self reimbursement.
  - Meals reimbursed should coincide with the time of departure and return.
  - Alcoholic drinks are non reimbursable.
  - Meals will not be reimbursed when they are provided with a registration fee, conference/meeting, or provided by another source.
- CFT does not reimburse expenses for individuals accompanying representatives.
- Avoid hotels and restaurants on the “Do Not Patronize” list; seek out union facilities.