



**Board Member | Board Alternate | Committee Member
Travel Expense Claim Form 2018**

Meeting Attended:	Date	Location

Personal Car Mileage	Miles	Cost
Personal car mileage is reimbursed at the currently allowable IRS rate Of \$0.545 per mile		

Rental Car
\$75/day maximum. Attach original receipt.

Commercial Airline
\$600/day maximum. Attach original receipt.

Private or Chartered Aircraft	Passengers
\$800 per person. Up to 400 miles roundtrip	
\$1000 per person. Over 400 miles roundtrip	
When transporting other board members, attach a signed sheet stating all passengers	

Hotel Room + Tax
\$150 per day maximum. Attach original receipt.

Meals	Date(s)	Meals
Breakfast \$10		
Lunch \$15		
Dinner \$30		
If you paid for another member's meal, please indicate the person's name:		

Parking
Attach receipt for charges in excess of \$10

Taxi, train or bus fare; Tolls
Attach receipts.

	Total Expenses Claimed
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Name	Signature	Date

Make check payable to:

Return completed forms to:
1521 I Street, Sacramento, CA 95814
Fax: 916-446-1063 | info@lgma.ca.gov