

Expense Reimbursement Request

Please attach receipts (including airline tickets) or substantiating documents for all expenses claimed.
For non-CFT events the agenda must be included.

Name _____

AFT Local Name _____ Local Number _____

Mailing Address _____

Email _____ Phone _____

Name of delegate and position (State Council) _____

PURPOSE OF EXPENDITURE

- Executive Council
- State Council (See back for guidelines)
- Adult & Career Technical Education Committee
- Civil, Human and Women's Rights Committee
- Early Childhood Education Committee
- Educational Technology Committee
- English Language Learner Committee
- Ethnic Minority Participation Leadership Cmte.
- Higher Education Issues Committee
- Labor in the Schools Committee
- Part-Time Faculty Committee
- PreK-12 Education Issues Committee
- Retirement Policy Committee
- Safe and Supportive Schools Committee
- Special Education Committee

Other _____

Date(s) _____

Location _____

TRAVEL

Airfare (or equivalent) \$ _____

Mileage _____ miles @ \$0.54.5 \$ _____

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 _____

(Note for State Council: Signature of Local President is required. Also, please complete back page.)

Please mail completed form to:

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

Guidelines for Reimbursements

General Expenses

If you have any questions about expenditures you may incur in the course of your work for the CFT, check with Controller Liz Soto, CFT Burbank office (818-843-8226) or Secretary Treasurer Jeffery Freitas, CFT Sacramento office (916-446-2788).

- All expenses require receipts for reimbursement.
- The agenda must be submitted for non-CFT events.
- Airfare should be purchased through CFT by contacting Angelica Vargas at 916-446-2788 at least 18 days in advance of the meeting.
- With enough lead time, the Burbank office will pay conference registrations.
- Expenses submitted 90 or more days following the date of the function may not be reimbursed. Exceptions may be approved by the CFT Executive Council.
- CFT reimburses for mileage at the current IRS rate to and from airport/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 must include the number in party, names, and reason for meeting if submitting for more than self reimbursement.
 - ✓ 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.

CFT STATE COUNCIL ONLY

- The local qualifies for reimbursement per the CFT By-Laws, Article II, Section 8, Travel Reimbursement for State Council.
- A local shall be in good standing to be eligible to receive the reimbursement.
- The CFT will reimburse only one delegate per local to the State Council meeting.
- Transportation costs include airfare, parking and mileage to and from the airport. Where airfare is available, mileage is to be no more than airfare. **(meals are not reimbursed)**.
- All receipts necessary for reimbursement must be attached and sent to the Burbank office.

CFT BY-LAWS ARTICLE II, SECTION 8

Please ✓ the size of your local	Size of Local*	% Reimbursement of total expenses
<input type="checkbox"/>	1000 or more	50%
<input type="checkbox"/>	600-999	75%
<input type="checkbox"/>	Below 600	100%

*The size of a local shall be determined by the membership and agency fee payers of the local on the per capita report.

Check should be made payable to:

(Check one)

- Local
- Delegate

Bargaining Agent Local Yes No
 Agency Fee Local Yes No