



# Association of California School Administrators

1575 Bayshore Highway, Burlingame CA 94010

Phone (800) 608-2272, Financial Services Fax (650) 259-1029



## BOARD/STAFF CASH EXPENSES – Calendar Year 2018

Name: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Submit no later than the 5<sup>th</sup> working day of the following month

| DATE       | MILEAGE<br>(54.5¢ per mile) | AIR | MEALS | HOTEL | SURFACE TRAVEL<br>(Parking, Taxi, etc...) | OTHER<br>(Describe) | DESCRIPTION   | PROGRAM<br>NUMBER |
|------------|-----------------------------|-----|-------|-------|---|---------------------|---------------|-------------------|
|            | Miles x 54.5¢=<br>\$        |     |       |       |   |                     |               |                   |
|            | Miles x 54.5¢=<br>\$        |     |       |       |   |                     |               |                   |
|            | Miles x 54.5¢=<br>\$        |     |       |       |   |                     |               |                   |
|            | Miles x 54.5¢=<br>\$        |     |       |       |   |                     |               |                   |
|            | Miles x 54.5¢=<br>\$        |     |       |       |   |                     |               |                   |
|            | Miles x 54.5¢=<br>\$        |     |       |       |   |                     |               |                   |
|            | Miles x 54.5¢=<br>\$        |     |       |       |   |                     |               |                   |
|            | Miles x 54.5¢=<br>\$        |     |       |       |   |                     |               |                   |
|            | Miles x 54.5¢=<br>\$        |     |       |       |   |                     |               |                   |
|            | Miles x 54.5¢=<br>\$        |     |       |       |   |                     |               |                   |
|            | Miles x 54.5¢=<br>\$        |     |       |       |   |                     |               |                   |
|            | Miles x 54.5¢=<br>\$        |     |       |       |   |                     |               |                   |
|            | Miles x 54.5¢=<br>\$        |     |       |       |   |                     |               |                   |
| Sub-Totals |                             |     |       |       |   |                     | <b>TOTAL:</b> |                   |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: Receipts must be attached for reimbursement  
SEE REVERSE FOR INSTRUCTIONS**

---

## BOARD/STAFF CASH EXPENSE CLAIM FORM INSTRUCTIONS

---

- 1) All individuals who incur out-of-pocket expenses while traveling on ACSA business must complete this expense form in order to be reimbursed. Blank claim forms will be provided to Committee/Council and delegate assembly members. They can also be found on ACSA's Website.
- 2) Receipts and/or supporting documentation must be attached for all expenses incurred.
- 3) The form is to be submitted to the Business Office within 30 days from the date expenses are incurred.
- 4) **Out-of-state travel** must be **approved in writing in advance** by the **Executive Director** before any out-of-pocket expenses will be reimbursed.

---

### RECEIPTS FOR ALL EXPENSES MUST BE ATTACHED TO THE EXPENSE VOUCHER

---

- AIR TRAVEL** Air Travel should be used only if it's the least expensive way to travel. It is most cost effective to book flight reservations early. Therefore, ACSA asks that you book your flight at least **one month in advance** in order to obtain the lowest fare. First class or business class seat selections on flights will not be reimbursed.
- RENTAL** Rental Cars should be utilized in cases where it's more economical than air travel or mileage reimbursement. Select the most economical vehicle available. Gasoline costs for rental cars only (vs. personal vehicle) will also be reimbursed.
- MILEAGE** Mileage will be reimbursed by the rate determined by ACSA and should not exceed the comparable air travel rate and/or cost of a rental car. Mileage will also reimbursed to and from the airport if one does fly.
- LODGING** Lodging should be chosen at properties where special ACSA room rates have been established. **Reimbursement for overnight hotel accommodations is authorized only if the meeting is more than one day or if travel arrangements necessitate staying overnight and need to be approved in advance by the Council President and/or Staff Liaison.**
- MEALS** While traveling on ACSA business, **reasonable** expenses for meals will be reimbursed with a copy of receipts for each meal. Per IRS requirements, please note on the back of the receipt the names in your party and the business purpose of the meal.
- OTHER** For incidentals such as, postage; bridge tolls and gratuities other than for meals, **receipts for \$25 or more are required**. An explanation must be provided on the expense report as to the nature of the expense.

---

### THE FOLLOWING EXPENSES WILL NOT BE REIMBURSED:

- \* Early Check-In for Flights and/or Hotel Rooms
- \*First or Business Class Seat Selection on Flights
- \*Limousine Service
- \*Hotel Mini-Bar Items
- \*Hotel Movie Rentals
- \*Hotel Spa Services
- \*Hotel Laundry Services
- \*Any Personal Expenses