



**Request for Reimbursement**

Must be submitted within 30 days of conclusion of the meeting. Claim forms received after 30 days are subject to rejection unless special circumstances exist and are approved by the Executive and Finance Committee

Payable to \_\_\_\_\_ Date \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

CSNA Title \_\_\_\_\_ Chapter No. \_\_\_\_\_

Date/Purpose of Expense \_\_\_\_\_

**INSTRUCTIONS FOR REQUESTOR:** Please complete and sign form and **have it signed by the authorized person.** Submit two copies to the CSNA office. Supporting invoices, receipts or itemized statement must be attached.  
Fax to: (818) 843-7423 or mail to 210 N. Glenoaks Blvd. Ste C, Burbank, CA 91502

**EXPENSES**

Transportation \_\_\_\_\_ Train \_\_\_\_\_ Plane \_\_\_\_\_ Bus \_\_\_\_\_ \$ \_\_\_\_\_

If your plane ticket was purchased at a rate higher than the 21 day advance purchase rate, CSNA reserves the right to reimburse only up to the 21 day advance purchase price. If your plane ticket receipt does not show the 21 day advance purchase date, please provide an explanation as to why the reservation was made late.

\_\_\_\_\_ Car Mileage \_\_\_\_\_ x .50 = \$ \_\_\_\_\_

Hotel \_\_\_\_\_ Day(s) at \$ \_\_\_\_\_ Per Day = \$ \_\_\_\_\_

Rooms are covered for no more than the day before the meeting (if it is not possible or economical to arrive the morning of the meeting) and departing day of (if feasible) or day after conclusion of meeting. **Room allowance will be one-half the rate of a standard double room or as budgeted.**

**Meals\***

Date	Breakfast	Lunch	Dinner	Total #

A guideline for fractional days is: Breakfast \$15.00; Lunch \$20.00; Dinner \$35.00.  
#24 hour period not to exceed \$70 Meal total \$ \_\_\_\_\_

(\*Members are expected to attend **all** meal events provided as part of a paid conference or event; meals eaten on your own in place of those offered at the event **will not** be reimbursed; please do not add them to request.)

Other (Itemize and include receipts)

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**Total Reimbursement Due** \$ \_\_\_\_\_

Requestor Signature \_\_\_\_\_

Authorizing Signature \_\_\_\_\_

All reimbursement vouchers shall be signed as follows: Committee members to be signed by Committee Chair; Regional Coordinators to be signed by Membership Director; Continuing, Liaisons, Special Standing Committee Chair and State Officers to be signed by the President; President to be signed by the President Elect.

See back side for Standing Rules pertaining to reimbursements



# CALIFORNIA SCHOOL NUTRITION ASSOCIATION

## REIMBURSEMENT PROCEDURES *FROM CSNA'S STANDING RULES:*

- **Travel Reimbursement for official CSNA Business:**

CSNA Officers, Committee Chairs and committee members traveling on approved CSNA business shall be reimbursed for transportation, rooms, meals, and other authorized expenses at the same rate of reimbursement for Board meetings. Transportation paid at the current IRS mileage rate or 21 day advance purchase coach airfare, whichever is the lesser of the two. (NOTE: if the meeting was scheduled with less than 21 days notice, this requirement can be waived by approval of the Treasurer):
- **Attendance & Reimbursement at Board Meetings:**

All claims for reimbursement must be submitted on printed CSNA form "Claim for Reimbursement" and handed to the Treasurer or Executive Director, or mailed to the CSNA office within 30 days of conclusion of the meeting.  
All reimbursement vouchers shall be signed as follows:

  - Committee members to be signed by Committee Chair
  - Regional Coordinators to be signed by Membership Director.
  - Continuing, Special Standing Committee Chair and State Officers to be signed by the President.
  - President to be signed by the President Elect.
- **All expense claims forms shall be submitted to the CSNA Office within 30 days in order to be eligible for reimbursement.** Claim forms received after 30 days are subject to rejection unless special circumstances exist and the circumstances are approved by the Executive and Finance Committee.
- **Prior approval shall be obtained from the President for reimbursement not authorized in the above policy or other non-budgeted expenses.**
- **Authorized persons:** transportation, room, and meal expense shall be paid to the following:
  - Executive Committee
  - Standing Committee Chairs
  - Other Committee Chairs as authorized by the President.
  - Conference Co-Chair shall be invited to the CSNA Board meeting at the discretion of the Conference Chair. Expenses to be paid from conference funds.
- For all approved or budgeted travel, **conventional and reasonable meals and tips are reimbursable to a maximum of \$70 in one 24 hour period.** Members and staff are expected to attend all meal events provided as part of a paid conference or event and additional meals will not be reimbursed. A guideline for fractional days is: Breakfast \$15.00; Lunch \$20.00; Dinner \$35.00.
- **Room allowance will be one-half the rate of a standard double room or as budgeted.** If travel is in conjunction with a conference, reimbursement will be based on the hotel registration cost published in association with the meeting or conference attended. CSNA will not reimburse for rates above the conference rate unless circumstances are approved to justify the late registration or increased amount. Other hotel accommodations shall be booked in advance, at cost-effective rates, in an easily accessible location, so as not to incur additional ground transportation costs.