

STATE COUNCIL PARTIAL PAYMENT
EXPENSE FORM
LOS ANGELES 2018-2019

Please return a copy to:

CTA
Governance Support Dept.
P.O. Box 921
Burlingame CA 94011-0921

NAME _____
Please print Signature

ADDRESS _____

Or fax to (650) 552-5010

CITY _____ ZIP CODE _____

STATUS, IF OTHER THAN
VOTING REPRESENTATIVE:

FOR MEMBER TO COMPLETE:

******THIS SIDE FOR CTA OFFICE USE ONLY******

I. TRANSPORTATION CHARGES

- A. Round Trip Air Fare \$ _____
 Airport _____
 Airline _____
- B. Car Expense: _____ miles X 54.5¢ \$ _____
- C. Parking Charges, if any \$ _____
- D. Bridge Toll, if any \$ _____

**PLEASE DO NOT FILL IN THESE TOTALS! THEY ARE FOR
CTA OFFICE USE ONLY!**

TOTAL
TRANSPORTATION
ALLOWANCE
REQUESTED \$ _____
(for CTA office use only)

II. MEALS (Itemized receipts are required for all meals)

- A. Friday Dinner \$ _____
- B. Saturday Meals, up to \$85.00 \$ _____
- C. Sunday Dinner _____
 (Only if required/authorized
 for travel purposes)
 Breakfast & Lunch provided by CTA

TOTAL
MEALS
ALLOWANCE
REQUESTED \$ _____
(for CTA office use only)

TOTAL – PORTAGE \$ _____
(for CTA office use only)

III. PORTAGE (\$7.00 per day)

\$ _____

TOTAL – HOTEL \$ _____

IV. LODGING (check one)

- A. I plan to stay Friday night only \$ _____
 Saturday night only \$ _____
 Both nights \$ _____

TOTAL STATE COUNCIL
EXPENSES \$ _____

PAY \$ _____
(for CTA office use only)

- B. CTA will pay approximately **\$79.82** per night for October 2018 and **\$82.05** effective for January, March, and June 2019. Those wishing a single room must pay the differential of **\$79.82** per night for October 2018 and **\$82.05** per night for January, March, and June 2019. The partial payment will be based on the higher rate of **\$82.05** for 2018-2019.

V. A partial payment (equaling APPROXIMATELY two-thirds of the total State Council expenses) will be distributed after adjournment.

(Partial payment form MUST be received by the Governance Support Dept. 3 weeks prior to the date of the State Council meeting in order to receive a partial payment check on Sunday afternoon following adjournment.)

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