

2019 CTA PRESIDENTS CONFERENCE
**TRANSPORTATION REIMBURSEMENT
FOR CHAPTER PRESIDENTS**

CTA will reimburse transportation costs for the chapter president or designee. If a second person from a chapter attends the conference, all transportation costs for the second person are the chapter's responsibility.

PLEASE NOTE: Reimbursement is based on the most economical method of transportation whether it be by plane or automobile. For instance, if it costs \$300 to fly roundtrip and \$400 to drive, CTA will reimburse you \$300.

DEADLINE to register is **July 11, 2019**

DEADLINE to submit expense form: **August 30, 2019**

TRANSPORTATION REIMBURSEMENT GUIDELINES

For Presidents Conference attendees and ALL CTA INCENTIVE GRANT RECIPIENTS

AIR:

Reimbursement is based on the most economical coach roundtrip airfare, purchased at least 21 days in advance.

United Airlines (UA) offers 5%-13% discount on Internet fares with no service fee for CTA members. To take advantage of these discounted rates, book online at www.united.com, enter the CTA discount code **ZFQS863579** in the Offer Code box when searching for flights.

PLEASE NOTE that although discounts are available through United Airlines, you may be able to find less expensive airfares through other airline carriers.

AUTOMOBILE:

Mileage will be reimbursed at the IRS rate of reimbursement per mile, not to exceed the cost of the most economical coach airfare. Currently the IRS rate is 58 cents per mile.

Reimbursement does NOT include the cost of airport or hotel parking, hotel expenses, shuttle or taxi service, or travel between home and the local airport. If roundtrip distance between your home and nearest airport is more than 100 miles, then mileage will be reimbursed at the current IRS rate.

All other transportation costs are the responsibility of the individual, the chapter, the school district, the Service Center Council, or the UniServ unit.

**2019 CTA PRESIDENTS CONFERENCE
TRANSPORTATION REIMBURSEMENT EXPENSE FORM**

Please print or type the following:

NAME: _____

(Please Print)

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE: _____ EMAIL: _____

NAME OF CHAPTER: _____

Transportation Reimbursement is as follows:

- The most economical coach roundtrip fare (based on a 21 day advance purchase) *or*
- The standard business mile rate as set by the IRS for transportation expenses (currently at **58 cents per mile**). The mileage reimbursement will be calculated using the shortest highway route. Mileage reimbursement cannot exceed coach plane fare.

You will **NOT** be reimbursed for:

- Parking expenses
- Rental car leasing
- Travel between home and the local airport (*unless the roundtrip distance between your home and nearest airport is more than 100 miles*)
- Shuttle or taxi service to and from the airport and the hotel

If a second officer from a chapter attends, all transportation costs for the second officer are the chapter's responsibility.

Automobile _____ miles*, roundtrip from: _____ \$ _____

Airfare** (receipt attached) roundtrip from: _____ \$ _____

Other (receipt attached) roundtrip from: _____ \$ _____

* Mileage will be verified by CTA using **Google Maps**

TOTAL EXPENSE \$ _____

** Airline receipts must be attached.

Participant Signature: _____ Date: _____

Please note: Unless indicated below, the participant will receive the travel reimbursement.

Check should be made payable to: _____

This completed form and receipts for expenses are due within 30 days following the end of the conference in which they are incurred. Please return to:

For Office Use Only:

65912-7050-P02

Approved: _____

Date: _____

I:gen.pres conf.expense form trans

California Teachers Association

Attn: Heather Frietsch - Conference Coordination Center

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Burlingame, California 94010

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