



EXPENSE REIMBURSEMENT FORM

Submit expenses for reimbursement within 15 days after the expense is incurred. CHIA will not be financially responsible for expenses submitted after this allotted time. Receipts are required for all expenses, except personal auto mileage.

Submit completed Expense Reimbursement Form, along with all required receipts, via:

Mail: 5055 E. McKinley Ave, Fresno CA 93727 or E-mail: Accounting@CaliforniaHIA.org

Name _____ Date(s) of Expense _____

Mailing Address _____

Purpose of Expense:

- Educational Program Speaker
- CHIA Board Meeting
- Name of Committee Meeting _____
- Other (describe) _____

Transportation Expenses:

Transportation From _____ To _____

Airfare \$ _____

Parking & Tolls \$ _____

Bus / Cab / Rental \$ _____

Personal Auto Mileage \$ _____

Total Auto Miles Driven _____ x 0.58¢ per mile (IRS rate, effective Jan 2019)

Transportation Total \$ _____

Meals Expenses: CHIA reimburses for meals with valid receipts attached. The maximum daily reimbursement is \$66.

Breakfast = \$16, Lunch = \$17, Dinner = \$28, tips and incidentals = \$5.

Date	Breakfast	Lunch	Dinner
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Meals Total \$ _____

Lodging Expenses:

Date	Hotel Name (include number of nights stayed)	Amount
_____	_____	_____
_____	_____	_____

Lodging Total \$ _____

Other Expenses:

Date	Description	Amount
_____	_____	_____
_____	_____	_____

Other Total \$ _____

Donation of Reimbursable Expenses (Optional):

In lieu of reimbursement, I wish to donate \$_____ to the CHIA Awards and Scholarship Program. Please subtract this amount from the reimbursed *All Expenses Total* amount to be paid for the stated expenses.

(This donation may be fully tax deductible; CHIA will provide a Donation Receipt for your records.)

ALL EXPENSES TOTAL \$ _____

Signature of Requestor _____

For CHIA Use:	Date Received: _____
Code to: _____	Amt: _____
_____	Amt: _____

CHIA EXPENSE REIMBURSEMENT POLICY

CHIA appreciates the efforts of those who travel on approved CHIA business to keep expenses within reasonable limits and to follow consistent policy and procedures with respect to approval and reimbursement of those expenses. Volunteers and staff should understand all travel related policies and submit the required documents for reimbursement timely.

For further details of reimbursable and non-reimbursable expenses, please review the full CHIA Expense Reimbursement Policy, at <https://californiahia.org/sites/californiahia.org/files/docs/aboutus/CHIA-expense-reimb-policy-guidelines.pdf>

1. The following documents must be attached to the reimbursement request, as appropriate
 - Transportation ticket stubs/receipts (air, train, taxi)
 - Hotel bill
 - Car rental invoice
 - Parking receipts
 - Receipts for meals
 - Receipts for hotel-based WIFI – maximum allowable is \$15 per day
 - Receipts for other approved expenditures showing amount, date, place, and purpose
2. If expenditure covers more than one individual, indicate the name of the other people involved.
3. CHIA reimburses for travel by private car at the approved IRS rate, but not to exceed the cost by the most direct economy air route between the points traveled. The mileage rate is set to cover all expenses (gas, maintenance, repairs, wear & tear, etc.) CHIA reimburses air travel for economy travel only; first class travel expenses are not approved. If the airline charges a checked luggage fee, CHIA will reimburse for the first checked bag only.
4. CHIA reimburses for meals with valid receipts attached. The maximum daily reimbursement is \$66. Breakfast = \$16, lunch = \$17, dinner = \$28. Tips and incidentals = \$5.
5. Enter all expenses, including those billed directly to CHIA, such as hotel lodging. Attach receipts.
6. Examples of disallowed personal expenses include personal phone charges, movies, laundry/valet service, additional lodging or meal expenses if arriving early or staying later than the scheduled time, or expenses (such as meals, airfare, extra lodging expenses) for traveling companions.
7. Enter negative numbers for advances, personal expenses, and expenses billed directly to CHIA.
8. You must sign and date your reimbursement request in the appropriate area for it to be considered valid.
9. Provide a complete mailing address and indicate the reason for the business travel expenses in the area provided.
10. Submit the reimbursement request within 15 working days of completion of travel. Allow three weeks to process your reimbursement. Attach a check to the statement if a balance is due to CHIA. Failure to attach required documentation or otherwise incomplete expense reports may delay processing of your reimbursement.
11. Reimbursement request and receipts may be submitted either by hardcopy mail or electronically (e.g. in PDF or other electronic format). However, do NOT mix the format by sending part by mail and part electronically.) The CHIA Executive Director may, at his/her discretion, require any individual to provide original hardcopy receipts.

DONATING YOUR TRAVEL AND RELATED REIMBURSABLE EXPENSES TO CHIA

You may (and are encouraged) to make a donation to the CHIA Awards & Scholarship Fund in the form of partial or full donation of your travel and related expenses. This contribution may be fully tax deductible and will be recognized as a cash contribution. To donate your reimbursable expenses, complete the travel reimbursement request form as instructed and write “expense reimbursement donated to CHIA” across it. Please indicate the amount of the donation if you are not donating the full reimbursement. Applicable receipts must still be sent along with your completed reimbursement request in order for the contribution to be recognized.

(Note: For information related to IRS rules, see www.irs.gov, publication 1771 – Charitable Contributions-Substantiation and Disclosure Requirements)