

Payable To:

Email:

Member Name:

REGIONAL COUNCIL STIPEND AND EXPENSE REIMBURSEMENT FORM

Phone:

DATE	MEETING NAME	LOCATION	POINT OF ORIGIN	PERSONAL	MILEAGE	TRANSPORTATION		MEAL*	LODGING*
22	(For Stipend Purposes)			CAR MILES	67¢/mile	AIRFARE*	□BUS □SHUTTLE □TAXI/CAR SERVICE □TRAIN*		2024114
FRAUD WARNING S	STATEMENT: SCAG shall require prompt and complete	renavment from any nerson who is	s reimbursed by SCAG based upon	a false or fraudulen	it claim for reim	hurse-			
ment. SCAG reserve	s the right, at its sole discretion, to take any administrate call for reimbursement submitted by any person.	ative or legal action (including crim	inal charges) that it considers appr	opriate in connection	on with or arisin	g from	* 14 B - B		fare exceeds \$2
With full understand and that the request	ling of the above, the undersigned hereby certifies that for reimbursement is made in accordance with all app	all the information contained in thi	s reimbursement form is true and c	correct to the best o	f his or her knov	vledge	^ If Bus, Par	king, Shuttle,	Taxi exceeds \$1
SUBMITTED B	 N y∙								ax within Californ Japa, Riverside, Sa
JODIMITIED D	NAME	SIGNATURE		DATE					apa, Riverside, Sa S Angeles, Orange San Diego, i
REVIEWED BY	NAME	SIGNATURE		DATE			Alameda, Santa Clara, Sa Cit		
APPROVED BY		SIGNATURE		DATE				Out of Sta	San te Lodging is bas
	NAME	SIGNATURE		DATE				23. 27 014	3099 .0 000

Please return form to Maggie Aguilar at aguilarm@scag.ca.gov

*See reverse side for information on travel expenses from SCAG's Regional Council Policy Manual (RC Approved 06/09/19, as amended through 11/03/22)

OTHER*
INCLUDING
STIPEND
& PARKING

TOTAL

For Accounting Use Only								
WBS Element								

* Attach Original receipt 25.00, attach **Original** receipt 10.00, attach Original receipt

Stipend = \$120.00/day

ia Excluding Taxes = \$90.00/day

acramento Counties = \$95.00/day

Ventura Counties = \$120.00/day

TOTAL

Monterey Counties = \$125.00/day an Mateo Counties = \$140.00/day

ty of Santa Monica = \$150.00/day

Francisco County = \$250.00/day ed on Federal Max Lodging Rates

Revised: January 3, 2024



Excerpts from the Regional Council Policy Manual (RC Approved 06/09/19, as amended through 11/03/22)

- F. Travel Policy for Representatives of Members of the Regional Council and SCAG Officers
- (1) Representatives of Regional Council Members and SCAG Officers who attend meetings on behalf of SCAG are eligible to receive travel reimbursement for: (a) actual costs of airplane, bus, train, rental car, shuttle, taxi or car service (e.g. Lyft); (b) miles travelled using a personal automobile; and (c) actual parking expenses. Mileage will be reimbursed at the prevailing federal reimbursement rate. Distances will be calculated based on the travel distance from the representative's seat of government and the meeting location. An airplane, taxi, car service or rental car should be used only if is the best alternative considering both cost and time. Taxi, shuttle and car service gratuities should not exceed 15%. Parking at SCAG's Los Angeles office will be validated.
- (2) International travel always requires advance approval of the Regional Council.
- (3) SCAG representatives of Regional Council Members and SCAG Officers should, whenever possible, use SCAG staff to arrange all air travel. Only economy air travel is allowed. Except for air travel, whenever possible representatives of Members of the Regional Council and SCAG Officers should make their own surface travel and lodging arrangements and obtain reimbursement from SCAG for all expenses incurred. If SCAG representatives make their own air travel arrangements and if the cost of airfare significantly exceeds costs regularly paid by SCAG for air travel, approval of SCAG's President will be required before reimbursement will be made.
- (4) The cost of alcoholic beverages cannot be claimed for reimbursement. Meal allowances will not be paid if meal service is provided by SCAG (e.g. lunch at meetings of the Regional Council). The following allowances for meals and incidentals, or 150% (one hundred fifty percent) of the reimbursement amounts approved by the State of California, whichever is higher and which include an allowance for gratuities, shall apply and be reimbursed without receipts. Higher amounts may be approved by the Regional Council in the case of international travel.
 - a. Breakfast costs of \$10.50 if away from home or if travel begins from home to a meeting that starts at 10AM or earlier.
 - b. Lunch costs of \$16.50.
 - c. Dinner costs of \$34.50 if away from home or if the travel begins from home to a meeting that starts at or before 4PM and ends at or after 7PM.
 - d. Incidental costs of \$5 for each day involving an overnight stay away from home.
- (5) Lodging is reimbursable at the applicable government rate plus taxes if: (a) required for trips outside of the SCAG Region; (b) an individual is required to travel 75 miles or more one way for a SCAG related activity that begins at 10 AM or earlier; or (c) an individual is required to attend a SCAG related activity that begins at 1 PM or later and is required to attend a SCAG related activity the following day that begins at 10 AM or earlier. If government lodging rates do not appear to be available, assistance should be requested from SCAG staff, if possible, to avoid paying above government rates. Lodging charges that are more than double standard government rates for the locale of the lodging will require approval of the SCAG President before reimbursement can be made.
- (6) All travel costs must be fully documented, as required, with receipts identifying the date and time the expenses were incurred, the location and the purpose of the travel or expense. The SCAG President or SCAG's Executive Director or his/her designee must approve travel reimbursement requests without receipts in the case of lost or partial receipts.