



TRAVEL REIMBURSEMENT PROGRAM

The Los Angeles County Division Board of Directors has authorized reimbursement of travel costs for elected city officials who participate in the League's Los Angeles County Division's advocacy program. Reimbursement claims will be limited to no more than \$250 per individual and must be accompanied by receipts. Additionally, because funds for this purpose are limited, reimbursement claims will be handled on a first-come, first-served basis. **INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED.**

NOTE: City officials receiving travel reimbursements may be subject to FPPC (Fair Political Practices Commission) gift reporting requirements, and may want to consult with their city attorney regarding their individual situation or circumstances before requesting reimbursement.

If you have any questions or for more information, please contact Jennifer Quan, Los Angeles County Division Executive Director at 626-786-5142 or jquan@cacities.org

City Official's Name: _____

Title and City: _____

Expense Date	*Description of Expense	Amount
TOTALS	<i>The total reimbursable amount is the lesser of your total expenses or \$250</i>	

*Eligible expenses are limited to airline fare, airport parking fees, taxi fare and mileage (reimbursed at 53.5 cents per mile). Meals and incidental expenses are not eligible.

PAYMENT INFORMATION:

Check payable to: _____

Address: _____

City: _____ **Zip Code:** _____

The undersigned hereby certifies that the above expenses have not been, or will not be, submitted for reimbursement to any other agency, except to the extent they exceed the \$250.00 maximum allowable under this program.

Signature

RETURN COMPLETED FORM & RECEIPTS TO:
League of California Cities
Attn: Jennifer Quan
[**jquan@cacities.org**](mailto:jquan@cacities.org)