

**California State Retirees
Board of Directors Meeting**

**Wednesday, November 1, 2023
9:00 a.m. – 3:00 p.m.**

**Embassy Suites Riverfront Promenade
100 Capitol Mall
Sacramento, CA 95814**

**Board of Directors Meeting
Agenda**

- 1. Call to order by President Stephanie Hueg at 9:00 a.m.**
- 2. Salute to the Flag**
- 3. Roll Call:**

Stephanie Hueg, President, Chapter 21

Elnora Hunter-Fretwell, Executive Vice President, Chapter 2

Mary McDonnell, Vice President, Chapter 03

Gerald “Jerry” Fountain, Chief Financial Officer, Chapter 11

Sharon Stoltzman, District A Director, Chapter 20

Susanne Paradis, District B Director, Chapter 31

Maria Aguilar, District C Director, Chapter 21

Vincent Herrera, District D Director, Chapter 14

Keith Umemoto, District E Director, Chapter 15

Tim Behrens, District F Director, Chapter 35

Patsy Jimenez, District G Director, Chapter 6

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4. **Introductions and Agenda Changes**
 5. **Approval of June 28, 2023 Board Meeting Minutes**
 6. **President's Report of Activities**
 7. **Board Member Activity Reports**
 8. **Chief Financial Officer Report - Jerry Fountain**
 9. **CARA Report - Susanne Paradis**
 10. **Committee Reports**
 - a. Finance Committee - Geanie Hixon
 - b. Health Benefits Committee - Tom Considine
 - c. Membership Committee - Diane Padilla
 - d. BGR Committee - Lieutenant Coopwood
 - e. PAC Committee - Arlene Espinoza
 11. **Legislative Report – Ted Toppin, Blanning & Baker**
 12. **Headquarters Report**
 13. **Upcoming Meetings:**
 - June 24 - 26, 2024 **BOD Statewide Meeting** (San Diego)
 - October 21 - 22, 2024 **Delegate Assembly** (Sacramento)
 14. **Adjourn**

This meeting will be recorded.

California State Retirees Board of Directors Meeting Minutes

June 28, 2023

1. **Call to order**

The meeting was called to order at 9:00 a.m. by President Stephanie Hueg.

2. **Salute to the Flag**

The pledge of allegiance to the flag was recited.

3. **Roll Call**

Stephanie Hueg, CSR President
Elnora Hunter-Fretwell, Executive Vice President (Excused)
Mary McDonnell, Vice President
Jerry Fountain, Chief Financial Officer
Sharon Stoltzman, District A Director
Susanne Paradis, District B Director
Maria Aguilar, District C Director
Vincent Herrera, District D Director
Keith Umemoto, District E Director
Tim Behrens, District F Director
Patsy Jimenez, District G Director

4. **Introductions and Agenda Changes**

CSR 23/6/17 Motion: Umemoto, second by Behrens – Changes to the agenda: To include additional announcements after Committee Reports section. CARRIED

5. **Approval of February 1, 2023 Board meeting Agenda**

CSR 23/6/18 Motion: Herrera, second by Fountain - That the CSR Board of Directors approve the February 1, 2023 agenda. CARRIED

6. **President's Report of Activities**

President Hueg's activity report was distributed with the agenda material.

7. **Board Member Activity Reports**

Printed activity reports were distributed with the agenda material. Board members reviewed their reports, making updates and adding comments.

8. Chief Financial Officer Report

April 2023 CSR Financial Operating Results

For the four months ending April 31, 2023, CSR has recognized a net surplus of \$284k with a budgeted surplus of \$332k for 2023.

Based on the first quarter of 2023 activity, total revenue is expected to exceed the budgeted revenue by approximately \$351K as CSR continues to see steady growth in total membership.

Program expenditures for the first three months of 2023 indicate that expenses are trending slightly higher than the budgeted expenses by approximately \$96K for the year. However, please note these variances should be evaluated in light that they are based on three months' worth of activity and are influenced by the timing of when actual expenses are incurred.

CSR's cash, money market, and investment balances held at Wells Fargo and Edward Jones at April 31, 2023 is approximately \$6.3 million. Please note that this figure includes April 2023 member dues as CalPERS transfers the following month's dues on the last day of the prior month if the 1st falls on the weekend.

End CFO Report

9. CalPERS Presenter

Jose Luis Pacheco, CalPERS Board of Administration. CalPERS Board Member Pacheco provided updates to the CalPERS third-party security breach and encouraged members to take advantage of the free credit monitoring services being offered. He also gave information on how CalPERS is leading in investment strategies and health care benefits.

10. Legislative Report

Ted Toppin, Blanning & Baker, presented updates on current bills and the 2023-2024 state budget – May Revise Report.

11. Announcement

President Hueg appointed Susanne Paradis as the Board liaison to the PAC committee. President Hueg appointed Lieutenant Coopwood as the Chair of the BGR committee.

12. Committee Reports

12a. Finance Committee:

Committee Chair Hixon made a recommendation to the Board of Directors to eliminate the 3-month CAP from this day forward.

CSR 23/6/19 Motion: Fountain, second by Behrens - eliminate the 3-month CAP. CARRIED

2.08 Chapter's Portion of Member's Dues

2. Implementation of Chapter Dues Allocation

- (a) CSEA Accounting will calculate the annual dues funds allowable for each chapter. This amount will be divided into twelve (12) monthly allocations. The amount of annual dues will be recalculated on a quarterly basis as membership numbers increase or decrease.
- (b) Grants and scholarships funds held by a chapter shall not be included in the annual dues funds allowable calculation, however, CD's and savings accounts and other accounts of dues monies shall be included in the calculation.
- (c) If the chapter balance exceeds the annual dues fund amount at any time during the year, a full month's check will be forfeited.
- ~~(d) At the end of the fiscal year the chapter may hold a maximum of 3 months dues in reserve. Monthly dues allocations will be forfeited until the chapters' reserves fall below the 3-month limit.~~

(re-letter remainder)

Committee Chair Hixon made a recommendation to the Board of Directors to change the grants language. When a grant is awarded, CSR will receive one grant at a time. Once the first grant is completed, the Chapter will be eligible to submit a second grant request, not to exceed \$6,000 for the fiscal year.

CSR 23/6/20 Motion (Withdrawn)

District Director Behrens made a recommendation to the Board of Directors to remove the language in 5.06 Chapter Grants of the Governing rules.

CSR 23/6/21 Motion (Withdrawn)

District Director Behrens recommends to withdraw motions regarding Governing Rules 5.06 Chapter Grants and refer section back to Finance Committee for thorough review.

CSR 23/6/22 Motion: Behrens, second by Fountain - the CSR Board of Directors refer section 5.06 Chapter Grants back to the Finance Committee for thorough review and withdraw CSR 23/6/20 Motion and CSR 23/6/21 Motion. CARRIED

12b. Membership Committee:

Committee Chair Padilla introduces herself to the body and reports on CSR Membership Committee strategic plans and committee updates.

Committee Chair Padilla recommends to the Board to allow the Membership Committee and staff to develop an operational plan in the next 60 days to implement a newspaper mail delivery and membership recruitment plan.

CSR 23/6/23 Motion: Behrens, second by Herrera, moved to allow the Membership Committee and staff to develop an operational plan in the next 60 days to implement a newspaper mail delivery and membership recruitment plan. CARRIED

12c. Health & Benefits Committee:

Committee Chair Woodson reports on Health Benefits Committee related announcements and updates.

13. Headquarters Report

Rocco Paternoster addresses HQ's service distribution which impacted access to emails and phone system, as well as the CSR website. Rocco Paternoster also gave updates on staff productivity.

14. Adoption of Annual Audit Report

Rocco Paternoster presents the Annual Audit Report which was distributed with the agenda material.

CSR 23/6/24 Motion: Fountain, second by McDonnell, moved to adopt Annual Audit Report. CARRIED

15. What's on your Mind?

9.05 Candidate Consent form

Recommended to the Board by Les Reynoso, Chapter 165, to amend the language in 9.05 Candidate Consent form section of the Governing Rules. President Hueg referred to the BGR Committee.

Treasurers Training

Marta Zaragoza, Chapter 4 President, recommend to the Board to provide Chapter Presidents with the training materials and handouts distributed during the February 2023 Treasurers Training.

Geanie Hixon, Finance Committee Chair reported 16 Chapters out of 26 attended the Treasurers training. Encouraged chapters to reach out if they have any questions.

Chapter 5 Grant

Anita McCabe (Chapter 5 President) requests a status update from the Board on their decision to Chapter 5's grant request.

Election Conflict of Interest

Jenny Hayden, Chapter 34 President asks about the protocol when an officer from another cooperation runs for office for CSR.

Rocco Paternoster informs the body that the Board's current motion does not cover Delegates. Therefore, if you are currently an officer for another cooperation, you may run as a CSR Delegate because membership lists do not get shared with Delegates.

Lobby Day

Currently reviewing dates and business meeting logistics.

16. Upcoming Meetings

October 30- Nov 1 **BOD Statewide Meeting** (Sacramento)

17. Adjourn

Meeting adjourned by President Hueg at 2:43 p.m.

CALIFORNIA STATE RETIREES

Date: November 1, 2023

Agenda Item: 6

Title: President Activity Report

Information

Presented by: Stephanie Hueg

Background: The following is a summary of my activities from June 28, 2023, through November 1, 2023.

Date	Activity	Location
August 2	Membership Meeting	CSR HQ's
August 3	CalPERS Retirees roundtable	Zoom
August 16	CalPERS Special Power of Att.	Video Presentation
August 18	PAC Meeting	CSR HQ's
August 24	CalPERS Breach Meeting	Zoom
September 5	Membership Meeting	Teleconference
September 7	Pre-Bargaining Meeting	Teleconference
September 8	CalPERS Board Committee	Teleconference
September 11	CalPERS Investment Returns 10	Zoom
September 13	CalPERS Open Enrollment	Video Presentation
September 14	CalPERS Stakeholder	Zoom
September 15	CSEA Bargaining Meeting	HQ's
September 18	CalPERS Investment	YouTube CalPERS
September 19	CalPERS PHBC, FAC, PCTM	Sacramento
September 20	CalPERS BOA	Sacramento
September 21	CSR Board Meeting	HQ's
September 29	CSEA Bargaining Meeting	HQ's

October 18	Chapter 14 Meeting	Chico Logan's Roadhouse
October 21	CSEA Meeting	HQ's
October 30	CSR Board of Directors	Sacramento
October 31	CSR Board of Directors	Sacramento
November 1	CSR Board of Directors	Sacramento

CALIFORNIA STATE RETIREES

Date: November 1, 2023

Agenda Item: 7

Title: Executive Vice President Activity Report

Information Presented by: Elnora Hunter-Fretwell

Background: The following is a summary of my activities from June 28, 2023, through November 1, 2023.

<u>Date</u>	<u>Activity</u>	<u>Location</u>
July 6	Chapter 14	Susanville
July 10	Chapter 2 meeting	Sacramento
July 12	Chapter 1 meeting	Concord
July 13	Chapter 19 meeting	Fort Brag
July 17-19	CalPERS Office site meeting	Monterey
July 28	Chapter 2 Executive meeting	Sacramento
August 1	Chapter 15 meeting	Roosevelt
August 3	CalPERS Round-Table	Zoom
August 7	Chapter 2 meeting	Sacramento
August 9	Chapter 9 meeting	Downey
August 10	Chapter 20 meeting	Burbank
August 14	Chapter 19 meeting	Ukiah
August 15	Chapter 19 meeting.	Upper lake
August 16	CalPERS Power of Attorney	Zoom
August 17	Chapter 4 meeting	Culver
August 17-18	Raylene Laverentz Service	Camarillo
August 24	CalPERS Breach	Zoom
August 29	Harold Rose services	Santa Rosa

September 6	Chapter 11 meeting	Fresno
September 12	Membership meeting	Zoom
September 14	Chapter 35 meeting	Porterville
September 16	State Treasurer Fiona Ma event	Paso Robles
September 18	CalPERS Investment meeting	Sacramento
September 19	CalPERS Board meeting	Sacramento
September 20	CalPERS Board meeting	Sacramento
September 21	CSR Board meeting	Sacramento
September 29	Republican convention	Anaheim
September 30	Republican convention	Anaheim
October 1st	Republican convention	Anaheim
October 5	Chapter 17 meeting	San Diego
October 10	Chapter 21	Petaluma
October 18	Chapter 14th	Chico
October 30	CSR State Wide Board meeting	Sacramento
October 31	CSR State Wide Board meeting	Sacramento
November 1	CSR State Wide Board meeting	Sacramento

CALIFORNIA STATE RETIREES

Date: November 1, 2023

Agenda Item: 7

Title: Chief Financial Officer Activity Report

Information

Presented by: Jerry Fountain

Background: The following is a summary of my activities from June 28, 2023, though, November 1, 2023.

Date	Activity	Location
July 12	CSR Chapter 1 Meeting	Concord
July 17	CalPERS Offsite Board of Directors Meeting	Monterey
July 1	CalPERS Offsite Board of Directors Meeting	Monterey
July 19	CalPERS Offsite Board of Directors Meeting	Monterey
July 21	CSR Chapter 21 Meeting	Stockton
August 1	CSR Chapter 15 Meeting	Roseville
August 2	CSR Headquarters Meeting	Sacramento
August 3	CalPERS Roundtable Meeting	Zoom
August 9	CSEA 401 K Meeting	Zoom
August 9	CSEA Finance Committee Meeting	Zoom
August 10	CSR Chapter 20 Meeting	Burbank
August 15	CSR Chapter 35 Meeting	Hanford
August 16	CSR Chapter 5 Executive Committee Meeting	Modesto
August 18	CSR President Raylene Laverentz Funeral	Camarillo
August 29	CSR Past CFO Harold Rose Funeral	Sonoma
September 6	CSR Chapter 11 Meeting	Fresno
September 12	CSR Membership Meeting	Zoom
September 14	CSR Chapter 35 Meeting	Porterville
September 15	CSR Chapter 16 Meeting	Stockton
September 18	CalPERS Board Meeting / Investment	Sacramento
September 19	CalPERS Board Meeting / Health Benefits	Sacramento

September 20	CalPERS Board of Directors Meeting	Sacramento
September 21	CSR Board of Directors Meeting	Sacramento
September 22	Vietnam Veteran's Golf tournament	Sonora
October 3	CSR Chapter 15 Meeting	Roseville
October 21	CSEA Board of Directors Meeting	Sacramento
October 30	CSR Board of Directors Meeting	Sacramento
October 30	CSR Board of Directors Meeting	Sacramento

CALIFORNIA STATE RETIREES

Date: November 1, 2023

Agenda Item: 7

Title: Vice President Activity Report

Information Presented by: Mary McDonnell

Background: The following is a summary of my activities from June 28, 2023, through November 1, 2023.

Date	Activity	Location
July 17-19	CalPERS	Monterey
August 1	Chapter 15	Rancho Cordova
August 2	Membership Committee	Sacramento
September 21	Board Meeting	Sacramento
September 29	Chapter 3	San Francisco
October 4	Chapter 1	Oakland

CALIFORNIA STATE RETIREES

Date: November 1, 2023

Agenda Item: 7

Title: District A Director Activity Report

Information Presented by: Sharon Stoltzman

Background: The following is a summary of my activities from June 28, 2023, through November 1, 2023.

Date	Activity	Location
June 28	Board of Director's meeting	Milpitas
August 2	Membership meeting	Zoom
August 9	Chapter 9 meeting	Downey
August 10	Chapter 20 meeting	Burbank
August 17	Chapter 4 meeting	Culver City
August 24	CalPERS Data Breach	Zoom
August 26	Chicano Moratorium Event	Los Angeles
September 13	Health Benefits Video	Zoom
September 21	Board meeting	Sacramento
October 11	Chapter 9 meeting	Downey
October 19	Chapter 4 meeting	Culver City
October 29-31	Board of Directors	Sacramento
November 1	Board of Directors	Sacramento

CALIFORNIA STATE RETIREES

Date: November 1, 2023

Agenda Item: 7

Title: District B Director Activity Report

Information Presented by: Susanne Paradis

Background: The following is a summary of my activities from June 28, 2023, through November 1, 2023.

Date	Activity	Location
July 17	CalPERS Board meeting	Monterey
July 18	CalPERS Board meeting	Monterey
July 19	CalPERS Board Meeting	Monterey
July 19	Chapter 36 Treasurer Training	Monterey
July 19	Chapter 36 Exec. Comm Meeting	Monterey
August 3	CalPERS Retiree Roundtable	Zoom
August 11	Chapter 31 Executive Committee meeting	Phone
August 17	Chapter 36 Membership Meeting	Santa Cruz
August 18	CSR PAC Committee Meeting	Sacramento
August 23	CARA Board meeting	Zoom
August 24	CalPERS PBI Update	Zoom
August 28	Chapter 31 transition	Oxnard
August 29	Chapter 31 transition	Oxnard
September 5	Chapter 31 Membership Meeting	Oxnard
September 11	CalPERS Investment Returns & Employer Impacts	Zoom
September 11	CalPERS Open Enrollment Retiree Stakeholder Meeting	Zoom
September 14	CalPERS Stakeholders Meeting	Zoom

September 18	CalPERS Committee Meetings	Sacramento
September 19	CalPERS Committee Meetings	Sacramento
September 20	CalPERS Board Meeting	Sacramento
September 21	CSR Board meeting	Sacramento
September 25	Chapter 36 Executive Committee Meeting	Salinas
October 18	Chapter 26 Membership Meeting	Bakersfield
October 19	Chapter 10 Membership Meeting	SLO
October 25	CARA Convention	Oakland
October 30	CSR Committee Meetings	Sacramento
October 31	CSR Committee Meetings	Sacramento
November 1	CSR Board Meeting	Sacramento

CALIFORNIA STATE RETIREES

Date: November 1, 2023

Agenda Item: 7

Title: District C Director Activity Report

Information Presented by: Maria Aguilar

Background: The following is a summary of my activities from June 28, 2023, through November 1, 2023.

Date	Activity	Location
June 29-30	Robert Rivas swearing in	Sacramento
July 11	Chapter 21 Meeting	Napa
July 17	CalPERS	Zoom
August 4	Meet & Greet Alex Lee AD24 Chapter 1	Sunol
August 24	CalPERS	Zoom
September 18-20	CalPERS	Zoom
September 21	CSR HQ's Meeting	Sacramento
October 4	Chapter 1 meeting	Oakland
October 10	Chapter 2 meeting	SF
Oct. 30-Nov 1	Board of Directors Meeting	Sacramento

CALIFORNIA STATE RETIREES

Date: November 1, 2023

Agenda Item: 7

Title: District D Director Activity Report

Information Presented by: Vincent Herrera

Background: The following is a summary of my activities from June 28, 2023, through November 1, 2023.

Date	Activity	Location
July 5	Chapter 13 meeting	Redding
July 6	Chapter 14 meeting	Susanville
July 13	Chapter 19 meeting	Fort Bragg
July 17-19	CalPERS Offsite	Monterey
August 1	Chapter 14 meeting	Susanville
August 2	Chapter 13 meeting	Redding
August 3	Chapter 13 meeting	Yreka
August 14	Chapter 19 meeting	Ukiah
August 15	Chapter 19 meeting	Upper Lake
August 16	Chapter 14 meeting	Chico
August 17	Chapter 165 meeting	Medford
August 24	CalPERS Breech Update	Zoom
September 6	Chapter 13 meeting	NoGo/COVID
September 14	Chapter 14 meeting	NoGo/COVID
September 19	CalPERS PHB	Zoom
September 20	Chapter 14 meeting	Chico
September 21	CSR BoD meeting	Sacramento
October 3	Chapter 14 meeting	Susanville

October 4	Chapter 13 meeting	Redding
October 9	Chapter 19 meeting	Ukiah
October 10	Chapter 19 meeting	Upper Lake
October 18	Chapter 14 meeting	Chico
October 30	CSR Leadership meeting	Sacramento
October 31	CSR Committee meetings	Sacramento
November 1	CSR Board of Directors meeting	Sacramento

CALIFORNIA STATE RETIREES

Date: November 1, 2023

Agenda Item: 7

Title: District E Director Activity Report

Information Presented by: Keith Umemoto

Background: The following is a summary of my activities from June 28, 2023, through November 1, 2023.

Date	Activity	Location
June 30	Chapter 2 Executive Committee	Sacramento
July 5	CARA Sac Yolo meeting	Virtual
July 10	Chapter 2 meeting	Sacramento
July 17-19	CalPERS	Monterey
July 19	CARA Legislative Committee	Virtual
July 26	CARA meeting	Virtual
August 1	Chapter 15 meeting	Roseville
August 3	Chapter 17 meeting	San Diego
August 7	Chapter 2 meeting	Sacramento
August 17	Chapter 165 meeting	Medford
August 17	CARA meeting	Virtual
August 23	CARA Statewide Board meeting	Virtual
September 4	Sac Central Labor Council Picnic	Sacramento
September 6	CARA Legislative Committee	Virtual
September 19-20	CalPERS	Sacramento
September 21	BOD meeting	Sacramento
October 2	Chapter 2 meeting	Sacramento
October 3	Chapter 15 meeting	Roseville

CALIFORNIA STATE RETIREES

Date: November 1, 2023

Agenda Item: 7

Title: District F Director Activity Report

Information

Presented by: Tim Behrens

Background: The following is a summary of my activities from June 28, 2023, through November 1, 2023.

<u>Date</u>	<u>Activity</u>	<u>Location</u>
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****Document will be provided at the meeting****

CALIFORNIA STATE RETIREES

Date: November 1, 2023

Agenda Item: 7

Title: District G Director Activity Report

Information

Presented by: Patsy Jimenez

Background: The following is a summary of my activities from June 28, 2023, through November 1, 2023.

Date	Activity	Location
July 17	CalPERS Board Meeting	Webcast
July 18	CalPERS Board Meeting	Webcast
July 19	CalPERS Board Meeting	Webcast
August 3	Chapter Member Meeting	El Cajon
September 18	CalPERS Board Meeting	Webcast
September 19	CalPERS Board Meeting	Webcast
September 20	CalPERS Board Meeting	Webcast
October 5	Chapter 17 Member Meeting	San Diego
October 10	Chapter 12 Member Meeting	Apple Valley
October 11	Chapter 34 Member Meeting	Fullerton
October 6	Chapter 6 Member Meeting	Corona
October 30	In-Person BOD	Sacramento
October 31	In-Person BOD	Sacramento
November 1	In-Person BOD	Sacramento

CALIFORNIA STATE RETIREES

Date: November 1, 2023

Agenda Item: 8

Title: CFO Report

Information

Presented by: Jerry Fountain

May 2023 CSR Financial Operating Results

****Document will be provided at the meeting****



CSR Member Expense Claim Instructions

- General:**
- 1) Expense claims must be submitted no later than the calendar month following the time the expenses were incurred.
 - 2) Any expense paid by another claimant shall be noted on the expense claim.
 - 3) Each claimant must sign the certification statement at the right of the claim form.
 - 4) Expense claims which are not accompanied by the required receipts, authorization and details will not be paid.
 - 5) The most economical use of Association/Affiliates funds, consistent with the convenience of the claimant and the schedule of the meeting, shall control.
 - 6) Do not tape or use highlighter on receipts as it affects the ability to Xerox or scan the document.
 - 7) Please note your phone number and e-mail information on your claim to receive processing updates and so you can be contacted if there are any questions concerning your claim.

Date: Indicate each date on which expenses were incurred.

Location: Show the location at which expenses were incurred.

Depart: Show the hour at which you departed for a meeting or other activity.

Return: Show the hour at which you returned from a meeting or other activity.

Activity: Describe the purpose of the expenditures.

Lodging: 1) The regular allowance is based on the negotiated rate. Lodging other than General Council lodging shall not be allowed if residence is within 40 miles/40 minutes from meeting location. Only actual expense within the above limits is reimbursed, and original receipts are required.

2) A maximum of the following amounts may be claimed for incidental expenses incurred during any 24-hour period involving a lodging claim.

California State Retirees.....\$15.00

Meals: 1) Meal expenses may be allowed up to the following rates:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
California State Retirees.....	\$25.00	\$25.00	\$35.00

- 2) Breakfast may not be claimed if departure is after or return is prior to 8:00 a.m. Lunch may not be claimed if departure is after or return is prior to 12:00 noon. Dinner may not be claimed if departure is after or return is prior to 7:00 p.m.
- 3) When meals are purchased for other persons authorized to claim meal expense, such persons must be listed on the expense claim with receipt attached.

Travel:

- 1) Indicate the mode of transportation and cost. Common carrier (plane, bus, etc.) is the authorized method of transportation but private automobiles or privately owned or rented aircraft may be authorized if a common carrier is not available, is more costly, or would be unreasonably inconvenient.
- 2) If private automobile is **authorized** and used, indicate the number of miles traveled (in the comment space at bottom of claim) and use the allowance of **\$0.655** cents per mile. **(These rates are subject to change.)** If private automobile is NOT authorized, but used, claim the common carrier fare. If travel is made in another claimant's automobile, travel expense will be allowed only to one claimant.

- 3) Transportation receipts, when applicable, must be submitted with claim.

Misc.:

- 1) Taxi fares are authorized only when no other transportation is practical or available, or when the fare for several riders is not more than the common carrier fee.
- 2) Long distance telephone charges must identify the date, place and party called. If the call is in excess of \$1.00, receipts are required.
- 3) Parking expenses are reimbursed, but receipts are required for amounts in excess of \$10.00 per day.
- 4) Bridge tolls are reimbursed, and no receipts are required.
- 5) Other actual and necessary expenses of an unusual nature, upon approval of the Secretary-Treasurer/Division Financial Officer, may be reimbursed when appropriately recorded and adequately explained.

Committee _____ Chapter _____ Bd of Directors _____

Name (print) _____ Date _____

Mailing Address _____ City/Zip _____

E-Mail Address _____ Phone Number _____

Date					
Location					
Time Depart					
Time Return					
Activity					
Activity Code					
	LODGING	LODGING	LODGING	LODGING	LODGING
1. Room					
2. Incidentals					
	MEALS	MEALS	MEALS	MEALS	MEALS
3. Breakfast					
4. Lunch					
5. Dinner					
	TRAVEL	TRAVEL	TRAVEL	TRAVEL	TRAVEL
6. Common Carrier					
7. Airporter					
8. Personal Car					
9. Parking					
10. Bridge Tolls					
	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS
11. Taxi cabs					
12. Tele/telegrams					
13. Other (explain)					
TOTAL					

I hereby certify that this is a true statement of travel expenses incurred by me in accordance with the current travel expense policy of the Association during the period of this claim, that all items shown were for official business of the Association, and that no expenses herein were received or paid from any other source.

Signature _____
 Title _____

Total expense this page _____
 Total on attached pages _____

Date	Item	Comment

Grand total expenses _____
 Less – travel advances _____
Balance Due Member \$ _____
 CSR \$ _____

APPROVED _____

NOTE: Original to be provided to Chapter Treasurer with Receipts attached; Retain Copies

Committee _____ Chapter _____ Bd of Directors _____

Name (print) _____ Date _____

Mailing Address _____ City/Zip _____

E-Mail Address _____ Phone Number _____

Date					
Location					
Time Depart					
Time Return					
Activity					
Activity Code					
	LODGING	LODGING	LODGING	LODGING	LODGING
1. Room					
2. Incidentals					
	MEALS	MEALS	MEALS	MEALS	MEALS
3. Breakfast					
4. Lunch					
5. Dinner					
	TRAVEL	TRAVEL	TRAVEL	TRAVEL	TRAVEL
6. Common Carrier					
7. Airporter					
8. Personal Car					
9. Parking					
10. Bridge Tolls					
	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS
11. Taxi cabs					
12. Tele/telegrams					
13. Other (explain)					
TOTAL					

I hereby certify that this is a true statement of travel expenses incurred by me in accordance with the current travel expense policy of the Association during the period of this claim, that all items shown were for official business of the Association, and that no expenses herein were received or paid from any other source.

Signature _____

Title _____

Total expense this page _____

Total on attached pages _____

Date **Item** **Comment**

Grand total expenses _____

Less – travel advances _____

Balance Due Member \$ _____

CSR \$ _____

APPROVED _____

NOTE: Original to be provided to Chapter Treasurer with Receipts attached; Retain Copies