CALIFORNIA
STATE RETIREES

Chapter Finance

Procedures

June 23, 2025

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INDEX

GENERAL INFORMATION

The purpose of this document is to provide the guidance needed to perform the duties of the Chapter Treasurer and keep the financial operations flowing smoothly and effectively.

Chapter Officers' responsibility to our Chapter Members is to maintain accountability and transparency.

Regardless of the Chapter's decision to work with a checkbook or have CSR Accounting write checks for you, the task at hand is simple.

This document contains references to CSR Governing Rules and provides guidelines on how to complete the accounting and record keeping process.

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FIDUCIARY RESPONSIBILITIES

- Each chapter has a fiduciary responsibility for the funds it receives from CSR also referred to as the Corporation). A fiduciary is a person or a business in which another has placed the utmost trust and confidence to manage and protect property and money.

- It is critical the Chapter ensures the funds received are spent for the benefit of its members and CSR.

- No person shall deposit funds for Chapter operations into a personal account. All Chapter funds must be retained in a dedicated CSR Wells Fargo operating account and disbursed from there. All chapters are to have a Wells Fargo account.

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DUTIES OF THE CHAPTER TREASURER

(Reference Governing Rules 8.06)

The Treasurer shall:

- Follow all the Rules and Guidelines established by the CSR Board of Directors.

- Be custodian of the funds for the Chapter.

- Prepare the annual Chapter Budget based on projected Chapter revenue and expenditures.

- Deposit all cash or checks received from members that are not utilized to offset the final bill into the Chapter operating account.

- Work with CSR Accounting to ensure the information of current designees to sign checks are on file at Wells Fargo. All chapters will be required to have Administrators for their account who will be granted viewing rights.

- Pay, or authorize CSR Accounting to pay, all bills approved by the Chapter President.

- Sign checks, if Chapter utilizes a checkbook, for payment of Chapter expenses.

- Ensure all checks have two signatures, one of which shall be an elected Chapter officer, and that no signature be for self-reimbursement or reimbursement to a family member.

- Keep the financial records and ensure a written financial report is provided at each Chapter and Chapter Executive Board meeting.

- Submit all financial reports and documentation to CSR Accounting as expenses occur. Reports shall not be held until the end of the month.

- Perform other duties as assigned by the Chapter President.

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CHAPTER FUNDS

Chapter funds shall not be invested, in any form, by the Chapter and shall only be used to accomplish the mission of and to implement the programs of CSR.

Chapter Dues Allocation (CDA)

(Reference Governing Rules 2.08, 1

CDA was created to allow chapters to accomplish the mission and implement programs of CSR

Each Chapter receives its monthly CDA, which includes $1,000.00 plus $.35 per member. This allocation includes a share of CSR's membership dues for both active and associate members. Scholarship funds, grants, special awards and other non-dues funds are not to be included in the calculation of the CDA.

Allocations shall be contingent on Chapters submitting to CSR Accounting no later than December 28th with

- A balanced annual budget
- Chapter's projected meeting dates for the next fiscal year
- Chapter Inventory List
- Providing all required reports, forms and supporting documentation as expenses occur

Implementation of Chapter Dues Allocation
(Reference Governing Rule 2.08, 2)

- Chapters' operating account cannot exceed 12 months of dues income (CDA limit) at any time during the year.
- Any time the Chapter's operating account balance exceeds the CDA limit, the Chapter will forfeit monthly dues until such time as the Chapter's operating account falls below the CDA limit. This money will not be returned to the Chapter.

- After the Chapter's operating account balance decreases below the CDA limit, the Chapter will receive its monthly dues allocation and may retain up to 12 months of dues income at the beginning of any month.

- Dues funds forfeited by a Chapter shall be retained by CSR in the CSR General Fund.

- A Chapter whose funds have been forfeited may appeal to the Board of Directors for review.

CHAPTER BUDGET

(Reference Governing Rule 2.09)

Each Chapter shall submit an annual balanced budget, approved by the vote of the chapter members, no later than December 28th of each year.

- The Treasurer shall prepare a balanced draft Chapter Budget which the Chapter Executive Board and District Director shall review.
- The draft Budget shall be presented for approval to the Chapter members during a regular Chapter meeting prior to the end of the fiscal year.
- At the Chapter meeting, a motion must be made, seconded, passed and recorded in the Chapter minutes.
- The Treasurer shall prepare the budget package and submit it to CSR Accounting by December 28th.

The package must include:

a. The Chapter's completed balance Chapter Budget with appropriate dates and signatures of the Chapter President and Treasurer.

b. Minutes from the meeting with approving motion recorded

c. A schedule of proposed meeting dates for the next fiscal year

d. A Chapter Inventory List showing all equipment purchased and retained by the chapter. If the Chapter has no Inventory, indicate that on the form.

Failure to submit the approved Chapter budget package by December 28th will result in the withholding of monthly dues until submission of the required documents.

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CHAPTER ACCOUNTING PROCESS

(Reference Governing Rule 2.10)

Bank Accounts

- All dues payable to chapters will be deposited only into the Wells Fargo account set up by Headquarters.

- An account has been established in the name of each chapter. Dues revenues will be deposited monthly directly into each Chapter's account.

- Chapter officers will identify authorized users on the account. All chapters will be required to have Administrators for their account who will be granted viewing rights.

Chapter Reporting

- Chapters may choose to have CSR Accounting write all checks for expenses approved by the Chapter President. Appropriate documentation shall be submitted to CSR Accounting for review and issuance of the check.

- A Chapter may choose to be issued a checkbook and write all checks. A Chapter holding a checkbook will identify a minimum of three signers on its account, two of which will be granted viewing rights. All documentation shall be sent to CSR Accounting promptly after a check is written.

- All checks written by the Chapter require two signatures: 1) Chapter Officer and 2) another authorized signer. Signers cannot sign a check for reimbursement to themselves or a family member. Blank checks shall never be signed in advance.

- A member's personal credit or debit card can be used for Chapter expenditures. Members will be reimbursed by using a Chapter Check Request, form FIN # 008, submitted to the Chapter President for approval, along with the receipt for services, an itemized credit card receipt and all supporting documentation.

- Member contributions received in the Chapter to offset any Chapter expenses, i.e., meals, shall be accounted for on the Chapter Check

Request FIN # 008 identifying payment of expenses.

- All Chapter financial transactions require the approval of the Chapter President and authorization of the Chapter Treasurer. All expenditures must be paid by Chapter check or personal credit card. Chapters are **NOT ALLOWED** to have a credit card or ATM/Debit card in the name of the chapter or CSR.

- No end-of-the-month report will be required.

- All chapters will receive a CSR Finance Report from CSR Accounting each month regardless of which accounting process is utilized. This report may be used to provide to members at Chapter meetings.

RETENTION OF CHAPTER RECORDS

(Reference Governing Rule 2.11)

California State Retirees shall retain chapter official records in the Corporate Office for 5 years.

Chapters shall keep copies of records for review purposes for a minimum of one (1) fiscal year.

CHAPTER FINANCIAL RECORDS

(Reference Governing Rule 2.12)

Financial records include: All supporting documents, bank statements, receipts, disbursement ledgers and equipment inventories.

All Chapter financial records must be turned over to the new Treasurer or the Chapter President when a Treasurer vacates the office for any reason. The Chapter President shall assign a member to be present during the transfer of the records.

CSR GIFT CARD POLICY

(Reference Governing Rule 2.13)

Chapters shall not purchase any type of gift card or lottery ticket

OFFICER STIPENDS

(Reference Governing Rule 2.14 & 19.00)

A Stipend is a predetermined amount of money that is periodically provided to offset Chapter officer expenses incurred while performing the duties of the elected office.

Chapters may offer stipends to their officers which shall not exceed $599.00 per calendar year. Stipends are not intended to be a "paycheck." They are a budgeted item and do not require turning in receipts or Expenses Claims.

- Stipends are issued only after the service period has ended (monthly, bi-monthly or quarterly)

- Stipends shall NOT be issued in a lump sum one time a year

INVENTORY CONTROL

(Reference Governing Rule 2.15)

The Treasurer is responsible for keeping records of all equipment purchased by the Chapter with a value of over $300.00.

The Inventory Control List (FIN # 011):

- is completed and sent to CSR Accounting. 1) at the time of purchase, 2) when it is re-assigned 3) as changes occur 4) at the time it is no longer available 5) with the Budget Package

- shall include the make, model, serial number, equipment location (who is responsible for the equipment), and operating condition of each inventoried piece of equipment

If the Chapter does not have an existing inventory, an Inventory Control List needs to be sent in with the Budget Package indicating No existing inventory on hand.

TRAVEL EXPENSE CLAIMS

(Reference Governing Rules 14.00 (2.16)

A Travel Expense Claim (TEC) is submitted when traveling on CSR business outside of chapter operations. The claim must be submitted to the chapter or CSR Accounting within 30 days of the event for reimbursement or reconciliation of a Travel Advance.

Expenses are not paid for travel within 40 miles of the event. Only actual expense within the above limits is reimbursed and original receipts are required. If special circumstances are involved, pre-approval must be obtained prior to the event.

A private vehicle may be used but must have prior approval by the President before traveling. A comparison of the costs of public transportation must be included with the claim.

Please see Travel Claim Instructions.

COMMUNITY OUTREACH

Chapters may participate in Community Outreach to a limited extent. This is a method of advertising or seeking public awareness for the support of CSR.

- Chapter dues funds may be used for such activities but MUST not exceed 7% of the Chapter's annual dues allocation per fiscal year.

- Chapter Budget, Code 201, Community Outreach, shall be used to budget for an anticipated expenditure.

- Members' personal donations and monies received from raffles held within the chapter DO NOT get deposited into the Chapter operating account and DOES NOT count towards the 7% noted in the Chapter Budget (code 201).

- Any costs associated with these efforts shall be funded from the proceeds of donations and Raffles.

- Raffles (requiring purchase of a ticket) are permissible but require the Chapter to secure an annual permit. Check with www.oag.ca.gov to ensure the Chapter follows California State Regulations.

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CHART OF CSR CHAPTER ACCOUNT CODES

INCOME ACCOUNTS

01	Dues Revenue
001A	Grants, Gifts
02	Interest
03	Miscellaneous Income

EXPENSE (DISBURSEMENT) ACCOUNTS

Local Operations

101	Chapter Meetings
102	Chapter Executive Officer Meetings
103	Chapter Officer Stipends
104	Newsletter/Website
105	Chapter Travel
106	Member Recruitment and Retention

Community Operations

201	Community Outreach

Statewide Activity

302	CSR Board of Directors Meetings
304	CSR Committee Meetings
305	CSR Delegate Assembly
306	PAC Legislative and Office Visits
307	CalPERS Board Meetings including CBEEs

Other Expense

401	Training
402	Advance (DO NOT SHOW ON BUDGET)
404	Office Supplies
405	Postage
409	Equipment Purchases/Maintenance
410	Service Charge
411	Miscellaneous Expenses

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FORMS DESCRIPTION

All forms are on the CSR Website in both Excel and PDF formats. The Excel forms are interactive and will do calculations for you.

FIN # 001 – Executive Board Meeting Minutes – Signers for Wells Fargo - Sample

This is a sample when adding signers to Well Fargo Bank Account. This needs to be done whenever a signer or administrator changes.

FIN # 003 – Bank Designees – Signers and Administrators

Submit this form to CSR Accounting after the election of Chapter officers or when a change of signers on the Chapter operating account takes place. Submit the form with a copy of the Chapter Executive Board meeting minutes showing a motion of the changes.

FIN # 004 – Chapter Budget

CSR requires Chapters to prepare and submit a one-year budget no later than December 28th of each year. The Chapter Budget is to be accompanied by the proposed meeting dates for the next fiscal year and the Chapter meeting minutes during which the Chapter Budget was approved.

FIN # 005 – Ledger - Receipts and Disbursements

This is used to monitor Chapter funds. Deposits and Expenditures will be indicated, and balance of the account will be kept.

FIN # 006 - YTD Spending Projections

Tracks chapter year-to-date (YTD) spending by Account Code, dues allocations as received and running balance of expenditures. This can be used to project the Chapter Budget for next year.

FIN # 007 Treasurer's Report Summary to Chapter

This form can be used to report monthly, bi-monthly or quarterly to the chapter members and at the chapter executive board meetings. It would include reporting the beginning and ending balance, revenue and disbursements during the chosen time period.

HQ Report can be used in lieu of this form if preferred.

FIN # 008 – Check Request

Members will be reimbursed with proof of purchase receipts using the Check Request form. It is also used to authorize payment to a vendor with invoice for payment showing the amount due.

NOTE: When requesting an advance for operating expenses, a Check Request with supporting documentation must be sent to CSR Accounting to justify the anticipated expenses to be incurred. If the entire advance is not used, the balance must immediately be returned to CSR Accounting with the documentation.

FIN # 011 – Inventory Control List

This is used to record equipment purchased by the Chapter with a cost of over $300.00. The form must show who has the equipment, and the date it was purchased or surveyed out. If the Chapter has no Inventory this must be indicated on the form submitted annually with the Budget Package.

FIN # 012 – Travel Advance Request

A member may request an Advance for Operating Expenses or when scheduled to travel to a CSR event.

NOTE: When traveling, this amount will be deducted from the member's Travel Expense Claim when it is submitted to either the Chapter or CSR Accounting for processing. If a balance is owed to CSR, a check must accompany the Travel Expense Claim when submitted so the funds can be returned to the proper account from where the funds were originally withdrawn (the Chapter operating account or CSR Accounting) and to clear the advance.

FIN # 013 Travel Expense Claim (TEC)

Travel Expense Claims are submitted for reimbursement expenses incurred during travel for a CSR authorized event.

Section II

CALIFORNIA STATE RETIREES

SECTION II

PROCESS EXAMPLES

This section has examples and explanations of how to complete the process for the task at hand. This includes the form(s) and everything needed to complete the process.

HOW TO DO A CHAPTER BUDGET

The objective of a Budget is not to spend all the chapter's money but to budget accordingly so as not to run out of funds and still provide services to members and meet the goals and objectives of CSR.

1. The following three (3) documents can be used to create the Budget for the next fiscal year
   - Report from CSR Accounting – last month received, estimate to the end of the year
   - YTD Spending Projections Spreadsheet – estimate to the end of the year
   - Budget form FIN # 004

2. Using year-to-date (YTD) Spending Projections establish estimates for the next fiscal year. Use the current balances for each CODE and project spending until December 31st. This will give you an idea of what to use on the new budget.

3. Only complete the appropriate accounting code the chapter will be using throughout the year. Not all codes will be used by every chapter.

4. The Budget must be balanced. DO NOT run out of money. The goal is not to have zero ($0.00) at the end of the year.

5. A draft Budget must be reviewed and approved by the Chapters Executive Board and the District Director.

6. Present the draft Budget to the Chapter members at a Chapter meeting prior to December 28th. A motion to accept the budget must be made, seconded and passed on by the members present.

7. The Budget is then signed by the Chapter Officers and District Director and sent to HQ Accounting with the completed Budget Package by December 28th.

8. The Budget Package includes:
    - Budget
    - Minutes of the Chapter meeting documenting the motion process where the Budget was passed
    - Schedule of projected dates for upcoming chapter meetings
    - Inventory Control List

CALIFORNIA
STATE RETIREES

3000 Advantage Way, Suite 100 Sacramento, CA 95834

CHAPTER # A ____________

DUES INCOME (Does not include Scholarship or other outside funds)

Average Monthly Dues Allocation Check B	$ -	x	12	= C	$ -

D ____________
Fiscal Year

EXPENDITURES

101	Chapter Meetings	
102	Chapter Executive Officer Meetings	
103	Chapter Officer Stipends	
104	Newsletter/Website	
105	Chapter Travel	
106	Member Recruitment and Retention	
201	Community Outreach (7% equals) ➡ $ - E	
302	CSR Board of Directors Meetings	
304	CSR Committee Meetings	
305	CSR Delegate Assembly	
306	PAC Legislative and Office Visits	
307	CalPERS Meetings and CBEEs	
401	Training	
404	Office Supplies	
405	Postage	
409	Equipment Purchases/Maintenance	
410	Service Charges	
411	Miscellaneous Expenses	

F	**Total Budgeted Expenditures**	F	$ -
G	**Ending Balance from Prior Year (ALL chapter funds)**	G	$ -
C	**Dues Income**	C	$ -
H	**Total Operating Funds Available** (Total of C and G)	H	$ -
F	**Less Budgeted Expenditures**	F	$ -
I	**Excess/Deficit (carryover to next year)** (H minus F)	I	$ -

Date Budget Adopted by Members: ____________ **Date sent to HQ** ____________

Officer Signatures:

____________ **Chapter President**

____________ **Chapter Treasurer**

____________ **District Director Review**

____________ **Date**

REMINDER: Minutes of Meeting with motion passing the Budget and a Schedule of Proposed Meeting dates for the next Fiscal Year must be submitted with the Budget.

INSTRUCTIONS

A **Chapter Number**

B **Average Monthly Dues Allocation** - Round **DOWN** to nearest $100.

C **Total Dues Allocation for the current year - (**B times 12)

D **Fiscal Year -** (year you are doing budget for)

E **Code 201 - Community Outreach** - Maximum 7% per year. Multiply Annual Dues Allocation (Line C) by .07 - Budget entry should not be more than this amount (Maximum amount is calculated automatically in box by the arrow)

F **Total Budgeted Expenses** - After all proposed expenses are entered

G **Ending balance from preceeding year** - CARRYOVER BALANCE **(Use the YTD totals from the HQ Report for your chapter to estimate to the end of December)**

H **Total Operating Funds Available** **(Total C plus G)**

F **Less Budgeted Expenditures** (same amount as F above)

I **Excess/Deficit -** (carryover to next year) **(H minus F)**

REMINDER: Budgets MUST be balanced. They can not have a deficit balance.

**** **Membership MUST approve the new projected budget no later than the last chapter meeting of the fiscal year**

**** **President and Treasurer must sign, date and send to Corporate Accounting**

**** **Must be received in Headquarters no later thanDecember 28th each year. Must include a copy of minutes showing motion approving the Budget and a schedule of meetings for upcoming year.**

**** **Executive Board can move money around in the Budget without member approval. If Total Budgeted Expenditures (F) changes, the membership needs to approve the Budget before re-submitting it to HQ**

HOW TO PREPARE THE YTD SPENDING PROJECTIONS SPREADSHEET

This form has been created to help Chapters monitor their spending throughout the year. It has all the information to track chapter revenue, where CDA balance is monthly, total expenses by codes and balance left in the Budget estimate for the year.

1. Beginning balance under January – use the ending balance from your HQ Finance report (Kenton).

2. Dues Income – use total Dues Allocation you used on your Budget for the new fiscal year

3. Budget Total Submitted – use your Projected Budget amount and put under TOTALS on right hand side

4. Begin monthly accounting by
    - Enter Dues received for the month
    - Enter expenses incurred for each Code used. Must add all expenses coded the same together and enter total

5. The form will run the totals automatically.

6. The last column on the top right will show January. That will be the carryover balance for the next fiscal year. It will total after December information is entered.
7. Comments on the second (2nd) page are for notes regarding expenditures during the month. If there are discrepancies or special occurrences notes should be made here.

8. If there are discrepancies between HQ Report and your actual spending, you should contact CSR Accounting to have it resolved. Contact: CSRInfo@CalRetirees.org ATTN: Kenton Jones

CALIFORNIA STATE RETIREES

CHAPTER SPENDING PROJECTIONS - CHAPTER # ________

FISCAL YEAR ________

		JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY - Rollover
														TOTALS
Beginning of Month Balance (CDA Balance)			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Dues Revenue - Annual (Projected)														$ -
Other Income (gifts, grant, etc)														$ -
Budget Total Submitted														
Expenditures by Line Item														Totals of Expenditures
Chapter Meetings	101													$ -
Chapter Meeting - offset (-$0.00 money collected)														$ -
Chapter Executive Board Mtgs	102													$ -
Chapter Officer Stipends	103													$ -
Newsletter/Website	104													$ -
Chapter Travel	105													$ -
Member Recruitment and Retention	106													$ -
Community Outreach	201													$ -
CSR Board of Directors Meetings	302													$ -
CSR Committee Meetings	304													$ -
CSR Delegate Assembly	305													$ -
PAC - Legislative Office Visits	306													$ -
CalPERS Meetings and CBEEs	307													$ -
Training	401													$ -
ADVANCE (Not included on Budget-When paid back,-$0.00)	402													$ -
Office Supplies	404													$ -
Postage	405													$ -
Equipment Purchase and/or Maintenance	409													$ -
Service Charges	410													$ -
Misc. Expenses	411													$ -
Total Expenditures		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Remainder of Annual Budget +/- $0.00

CHAPTER SPENDING PROJECTIONS - CHAPTER # ________

DETAILED EXPLAINATION OF EXPENDITURES

JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	

HOW TO PREPARE LEDGER

A Ledger is a running account of all revenue and expenditures of the chapter. Regardless of whether the chapter is writing a check or CSR Accounting is writing the check, the Chapter must keep a record of what is happening with chapter funds. The ledger does that.

When using Excel totals will calculate.

The only difference in using this form for Checks being written by CSR Accounting or by the chapter is the date.

1. List beginning balance for the month

2. DATE: Revenue or Expenditure -
   List the date document was sent to CSR Accounting for payment OR
   List the date the Chapter is writing the check

3. Description of activity

4. Amount received or amount to be paid

5. Check Number – only if checks are written by the Chapter

CALIFORNIA STATE RETIREES

CHECKING ACCOUNT - OPERATING FUNDS

ENTRY	DATE	CODE	CHECK # Chp Ck/ACH ONLY	DESCRIPTION	DEPOSIT	EXPENSE	BALANCE
1				Beginning Balance - THIS IS THE SAME AS ENDING BALANCE THE PREVIOUS MONTH			$ -
2							$ -
3							$ -
4							$ -
5							$ -
6							$ -
7							$ -
8							$ -
9							$ -
10							$ -
11							$ -
12							$ -
13							$ -
14							$ -
15							$ -
16							$ -
17							$ -
				January Ending Balance	$ -	$ -	$ -

HOW TO SET UP THE BANK AUTHORIZATION

1. Chapter Executive Board minutes must include a motion with a second and passed naming the administrators and signers for the account.
   (see FIN # 001) Sample

2. Complete FIN # 003 Bank Designees – Signers and Administrators

3. Send Chapter Executive Board minutes and Bank Designees form to CSR Accounting for processing
   - Send to: CSRInfo@calretirees.org
   - Attention Kenton Jones

4. Notification from **CSR Accounting** that the bank has set up account. CSR Accounting will provide instructions on ordering check stock (if the chapter is writing their own checks). There are various companies where check stock can be ordered. Costco is less expensive than most (approximately $24.00 for 200 checks).

5. **Bank** will send Chapter Administrators an email to set up their account login for Viewing Rights.

CALIFORNIA STATE RETIREES

An Affiliate of the California State Employees Association
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Sacramento, CA 95834

CHAPTER __________

EXECUTIVE BOARD MEETING MINUTES

DATE: _____________________

OFFICERS PRESENT: President: _________________________
Vice President: _________________________
Treasurer: _________________________
Secretary: _________________________

The meeting was called to order at ________________

AGENDA:

1. Add the following Signers/Administrator to the Operating Account held at Wells Fargo Bank.

Motion made by_____________, 2nd by _________________to add the following signers/Administrator to the Wells Fargo Bank Operating Account established by CSR Accounting inclusive of Viewing Rights for the Chapter President and Treasurer.

SIGNERS/ADMINISTRATORS:
______________________, President; ______________________, Vice President;
______________________; Treasurer, ______________________, Secretary;
______________________; ______________________, Member(s).

Discussion:

Per Governing Rules 2.10 Chapter Bank Accounts, Wells Fargo has been selected by the CSR Board of Directors as the financial Institution of choice and a chapter account has been established for Chapter _______.

Because some of our signers have limited availability, we are adding additional signers who are not officers and who are in town and available.

Question called - Motion Passed

The meeting was adjourned at _______.

____________________, Chapter Secretary

HOW TO PREPARE BANK DESIGNEE INFORMATION

1. Chapter Executive Board establishes bank Administrators and check signers for the chapter by motion and records in minutes of the meeting.

2. Complete FIN # 003 Bank Designees with Title, Name, Email Address and Phone

3. Identify responsibility for the bank, i.e. Administrator and/or Signer

Signatures are not required

CALIFORNIA STATE RETIREES

BANK DESIGNEES - AUTHORIZED SIGNATORIES AND ADMINISTRATORS

Chapter ____________________

	TITLE	NAME	EMAIL ADDRESS	PHONE NUMBER
President/ Signatory				
Treasurer /Signatory				
Signatory				
Signatory				
Signatory				
Signatory				
Signatory				

REPORTING DOCUMENTATION TO CSR ACCOUNTING

The following documents must be sent to CSR Accounting to support all expenses incurred by the chapter.

1. Chapter Check Request (if used)
2. Receipts
3. Agenda
4. Chapter Minutes
5. Sign-in sheets
6. Chapter Finance Report

A reimbursement for a meeting will require items to be included.

If a check is being written by CSR Accounting, the documents must be sent before the check can be issued.

If the chapter is writing the check, this same information is required. It must be sent to CSR Accounting immediately when the check is written.

NOTE: It is important that no documents are held until the end of the month. All reporting needs to be done throughout the month as expenses happen.

HOW TO PREPARE TREASURER REPORT

This form is created to simplify the report for chapters. It can be used regardless of whether you meet monthly, bi-monthly or quarterly. This form is interactive if it is used in Excel. All totals will calculate.

1. BALANCE FORWARD - ending balance from preceding month

2. RECEIPTS – List dues revenue received each month between meetings. List any gifts received from the BOD

3. DISBURSEMENTS – List by date, check #, description and amount each check written between meetings

4. CHECKS NOT CLEARED – List by Check # and Description and Amount

5. WELLS FARGO CHECKING ACCOUNT BALANCE – this will calculate as you do entries above.

6. OTHER ACCOUNT INFO –List the balance in other Operating accounts if you still have them. They should be closed out once you have moved to the Wells Fargo account.

7. DONATIONS/SCHOLARSHIP/SUNSHINE ACCT – These are reportable to both the chapter and CSR Accounting. Copies of the bank statement must be sent to CSR Accounting when it is received.

NOTE: A chapter can use the first page of the CSR Accounting Financial Report received monthly if you wish. You must provide a copy for each month between meetings.

CALIFORNIA STATE RETIREES

TREASURER'S REPORT SUMMARY

CHAPTER ______
DATE ______

BEGINNING BALANCE ALL ACCOUNTS ______

WELLS FARGO CHECKING - Operating Account

BALANCE FORWARD **Date** ______ ______

RECEIPTS

CODE	DATE	DESCRIPTION	AMOUNT
001			
001			
001			
			$ -

TOTAL RECEIPTS $ -

DISBURSEMENTS

Date	Number	DESCRIPTION	AMOUNT

TOTAL DISBURSEMENTS $ -

SUB TOTAL - LEDGER BALANCE $ -

CHECKS NOT CLEARED

Number	DESCRIPTION	

TOTAL NOT CLEARED $ -

WELLS FARGO CHECKING ACCOUNT BALANCE $ -

Other Account Info if needed

TOTAL CHAPTER RESOURCES $ -

DONATIONS/SCHOLARSHIP/SUNSHINE ACCT

Beginning Balance	
Interest	$ -
Revenue	$ -
Disbursement	$ -

ACCOUNT BALANCE $ -

______ Date Signed

______ Treasurer

HOW TO PREPARE CHECK REQUEST

Reasons for a Check Request

1. Reimbursement for purchases (merchandise) to a member or a direct purchase to a vendor

2. Reimbursement for expenses of a member or executive board meeting (i.e. lunches)

3. Donation to a charitable organization

The following information is required to process in a timely manner.

- Description of the need, i.e. meetings, merchandise, organization.(Meetings require number of guests, cost per meal(s))

- Supporting documents for the description above. These include itemized receipts for purchases If a donation if being made, a letter written by the chapter for the donation must accompany the Check Request.

- Meeting reimbursement requires a copy of the Agenda, Sign-in sheets, Invoice/Receipt, Minutes and Financial Report given to members. If money is received, indicate amount and how applied.

- **NOTE:** Any travel expenses related to Chapter operations shall be authorized on a TEC, not a Check Request. Purpose, mileage and rate must be indicated in the Comments. This expense will be CODED 105.

CALIFORNIA STATE RETIREES

CHAPTER CHECK REQUEST

Chapter ____________

Requested by (name) ____________________ Date __________

President's approval ____________________ Date __________

Treasurer's approval ____________________ Date __________

CHECK REQUEST

Make check payable to: (Name and Address)

____________________ Date Paid __________

____________________ Check number __________

____________________ Total Amount __________

____________________ Code __________

Quantity	Description of Purchase and Activity	Price	Amount

HOW TO PREPARE INVENTORY CONTROL LIST

Equipment over $300, such as PA systems, computers, iPads, or printers, must be listed on the Inventory Control List FIN # 011 sent to CSR Accounting annually.

Any transfer of equipment between Chapter Officers must be promptly reflected in the updated list.

Update the list if the equipment is unusable and its service time has expired.

If the chapter has no inventory a report must be submitted as part of the Budget Package at the end of the year noting “NO INVENTORY ON HAND”.

CALIFORNIA STATE RETIREES

CHAPTER ____________

INVENTORY CONTROL LIST

Over $300 only (do not include tax or warranty)

DATE ACQUIRED	DESCRIPTION	COST	LOCATION	DISPOSITION

____________ ____________________ ____________________

DATE **Chapter President** **Chapter Treasurer**

HOW TO PREPARE TRAVEL (TEC) ADVANCE

A Travel Advance is used to request funds ahead of travel for an event. It should be requested 30 days prior to the event to allow a check to be issued on time. CSR Accounting or the Chapter will write the check and send it to the member.

A Travel Expense Claim (TEC) must be submitted to justify the Travel Advance. The amount of the advance will be deducted from the claim amount and any monies still owed by the member must be submitted with the TEC. If a balance is due to the member, a check will be sent to them.

CALIFORNIA STATE RETIREES

REQUEST FOR TRAVEL ADVANCE

DATE: ____________________

TO: **Chapter/CSR Accounting** ______________

FROM: (Name) ____ **SS#:** ________________

(Title) ____

Amount Requested: ____________________ **Travel to:** ____________________________

Meeting Attending: ____

Or Other Purpose: ____

Departure Date: __________________________ **Return Date:** ________________

Send Check To: (address): ____

Under IRS Ruling 943 in the U.S. Master Tax Guide, an advance to cover expenses falls into an accountable plan, which states that "the employee/(member) must return to the employer amounts in excess of the substantiated (or deemed substantiated) expenses ... An employee/(member) must return amounts received in excess of those substantiated or deemed substantiated within a reasonable period of time. If the employee/(member) fails to return the excess within a reasonable period of time, excess amounts retained will be treated as paid under a nonaccountable plan and must be included in income by the employee/(member) ... The following are treated as occurring within a reasonable period of time: (1) advance payments — 30 days before reasonable anticipated expenses are paid (or incurred); (2) substantiation — 60 days after expenses are paid (or incurred); and (3) return of excess amounts — 120 days after expenses are paid (or incurred)."

By Signing below, I agree to the terms of the above.

Signature: ________________________________ President's Approval: ____________________________

FOR CHAPTER/CSR ACCOUNTING USE ONLY

Prior Advance Outstanding: ____________________ Date Last Claim: ________________

Advance Approved by: ________________________________

FIN # 012 Travel Advance Rev 6/23/2025

HOW TO PREPARE TRAVEL EXPENSE CLAIM (TEC)

PLEASE SEE THE FOLLOWING INSTRUCTIONS

CALIFORNIA
STATE RETIREES

CSR MEMBER TRAVEL 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 TEC form
	4.	TECs which are not accompanied by the required receipts, authorization and details will not be paid
	5.	The most economical use of CSR 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 copy or scan the document
	7.	List your phone number and email information on your claim to receive processing updates and to 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 time at which you departed for a meeting or other activity
Return		Show the time at which you returned from a meeting or other activity
Activity		Describe the purpose of the expenditure
Lodging	1.	The regular allowance is based on the negotiated rate. Lodging other than for General Council/Delegate Assembly shall not be allowed if residence is **within 40 miles from the location**. Only actual expense within the above limits is reimbursed and original receipts are required. If special circumstances are involved, pre-approval must be obtained prior to the event.
	2.	A maximum of $15.00 may be claimed for incidental expenses incurred during any 24-hour period involving a lodging claim.

Meals

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

Breakfast	Lunch	Dinner
$25.00	$25.00	$35.00

2. Breakfast may not be claimed if departure is after or return is prior to 7:00 am. 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 pm.
3. When meals are purchased for other people authorized to claim meal expenses, such person(s) must be listed on the expense claim with receipt attached.

Travel

1. Indicate the mode of transportation and cost Common carrier (plane, bus, train, etc.) is the authorized method of transportation. Private vehicles 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 a private vehicle is authorized and used, reasonable mileage will be paid Indicate the number of miles traveled (in comment space at bottom of the claim) and use the allowance of **$0.725** cents per mile. (**Rates are subject to change**).
3. If travel is made in another claimant's vehicle, travel expenses will be allowed only to one claimant.
4. Mileage shall not be paid to claimant living within 40 miles of the event unless prior authorization is obtained from the President.
5. If a private vehicle is NOT authorized but used, claim the common carrier fare.
6. Transportation receipts, when applicable, must be submitted with claim

Misc

1. Taxi or ride share 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. Parking expenses are reimbursed, but receipts are required for amounts more than $10.00 per day
3. Bridge tolls are reimbursed, and no receipts are required
4. Other actual and necessary expenses of an unusual nature, upon approval of the CSR President, may be reimbursed when appropriately recorded and adequately explained.

CALIFORNIA STATE RETIREES
3000 Advantage Way Suite 100 Sacramento, CA 98534

EXPENSE CLAIM

ACCOUNTING USE ONLY

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		
Grand total expenses		$ -
Less – travel advances		
Balance Due	Member	**$ -**
	CSR	**$ -**
APPROVED		

Date	**Item**	**Comment**

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

CALIFORNIA STATE RETIREES

JUSTIFICATION FOR TRAVEL OTHER THAN COMMON CARRIER

1. A valid reason for not using a common carrier shall be approved by the CSR President before the trip takes place.

2. Research shall be conducted no later than three (3) weeks prior to anticipated travel to show an effort was made to find the lowest cost of travel.

3. When submitting the Travel Expense Claim (TEC) you shall include the cost of the common carrier, parking expenses, mileage to and from the airport or in the case of using a taxi or ride share, those costs need to be submitted for both ends of the trip (home and the event location). If using a rental car submit the rental documentation and receipt for the cost of gas.

4. If approval is given, claims will be reimbursed at the lower rate unless otherwise justified.

5. Research documentation must accompany the TEC when submitted. Please submit it on a separate page - not on the TEC.

Research must include the following comparisons:

- Mileage vs common carrier
- Parking
- Meals
- Taxis/ride share
- Extended hotel stay, if driving

CALIFORNIA STATE RETIREES

SECTION III

CHAPTER SPECIFIC INFORMATION

Each chapter will be given copies of chapter documents which will be discussed through the training in conjunction with items in Section III

CALIFORNIA STATE RETIREES

SECTION IV

FORMS AND INSTRUCTIONS

This section contains copies of all the Finance forms a chapter will use doing their job.

CALIFORNIA STATE RETIREES

An Affiliate of the California State Employees Association

3000 Advantage Way, Suite 100
Sacramento, CA 95834

CHAPTER __________

EXECUTIVE BOARD MEETING MINUTES

DATE: ______________________

OFFICERS PRESENT: President: ___________________________
Vice President: ___________________________
Treasurer: ___________________________
Secretary: ___________________________

The meeting was called to order at _________________

AGENDA:

1. Add the following Signers/Administrator to the Operating Account held at Wells Fargo Bank.

Motion made by_____________, 2nd by __________________to add the following signers/Administrator to the Wells Fargo Bank Operating Account established by CSR Accounting inclusive of Viewing Rights for the Chapter President and Treasurer.

SIGNERS/ADMINISTRATORS:
________________________, President; ________________________, Vice President;
________________________; Treasurer, ________________________, Secretary;
________________________; ________________________, Member(s).

Discussion:

Per Governing Rules 2.10 Chapter Bank Accounts, Wells Fargo has been selected by the CSR Board of Directors as the financial Institution of choice and a chapter account has been established for Chapter _______.

Because some of our signers have limited availability, we are adding additional signers who are not officers and who are in town and available.

Question called - Motion Passed

The meeting was adjourned at _______.

_____________________, Chapter Secretary

CALIFORNIA STATE RETIREES

BANK DESIGNEES - AUTHORIZED SIGNATORIES AND ADMINISTRATORS

Chapter ______________________

	TITLE	NAME	EMAIL ADDRESS	PHONE NUMBER
President/ Signatory				
Treasurer /Signatory				
Signatory				
Signatory				
Signatory				
Signatory				
Signatory				

CALIFORNIA STATE RETIREES

3000 Advantage Way, Suite 100 Sacramento, CA 95834

CHAPTER # **A** ________

DUES INCOME (Does not include Scholarship or other outside funds)

Average Monthly Dues Allocation Check **B**	$ -	x	12	= **C**	$ -

D ________

Fiscal Year

EXPENDITURES

101	Chapter Meetings		
102	Chapter Executive Officer Meetings		
103	Chapter Officer Stipends		
104	Newsletter/Website		
105	Chapter Travel		
106	Member Recruitment and Retention		
201	Community Outreach (7% equals)	$ - **E**	
302	CSR Board of Directors Meetings		
304	CSR Committee Meetings		
305	CSR Delegate Assembly		
306	PAC Legislative and Office Visits		
307	CalPERS Meetings and CBEEs		
401	Training		
404	Office Supplies		
405	Postage		
409	Equipment Purchases/Maintenance		
410	Service Charges		
411	Miscellaneous Expenses		

F	**Total Budgeted Expenditures**	F	$ -
G	**Ending Balance from Prior Year (ALL chapter funds)**	G	$ -
C	**Dues Income**	C	$ -
H	**Total Operating Funds Available** (Total of C and G)	H	$ -
F	**Less Budgeted Expenditures**	F	$ -
I	**Excess/Deficit (carryover to next year)** (H minus F)	I	$ -

Date Budget Adopted by Members: ________ **Date sent to HQ** ________

Officer Signatures:

________ ________

Chapter President **Chapter Treasurer**

________ ________

Date **Date**

REMINDER: Minutes of Meeting with motion passing the Budget and a Schedule of Proposed Meeting dates for the next Fiscal Year must be submitted with the Budget.

INSTRUCTIONS

A **Chapter Number**

B **Average Monthly Dues Allocation** - Round **DOWN** to nearest $100.

C **Total Dues Allocation for the current year - (**B times 12)

D **Fiscal Year -** (year you are doing budget for)

E **Code 201 - Community Outreach** - Maximum 7% per year. Multiply Annual Dues Allocation (Line C) by .07 - Budget entry should not be more than this amount (Maximum amount is calculated automatically in box by the arrow)

F **Total Budgeted Expenses** - After all proposed expenses are entered

G **Ending balance from preceding year** - CARRYOVER BALANCE **(Use the YTD totals from the HQ Report for your chapter to estimate to the end of December)**

H **Total Operating Funds Available** **(Total C plus G)**

F **Less Budgeted Expenditures** (same amount as F above)

I **Excess/Deficit -** (carryover to next year) **(H minus F)**

REMINDER: Budgets MUST be balanced. They can not have a deficit balance.

**** **Membership MUST approve the new projected budget no later than the last chapter meeting of the fiscal year**

**** **President and Treasurer must sign, date and send to Corporate Accounting**

**** **Must be received in Headquarters no later than December 28th each year. Must include a copy of minutes showing motion approving the Budget and a schedule of meetings for upcoming year.**

**** **The Executive Board can reallocate funds in the Budget without prior membership approval, except for allocations related to stipends and community outreach, which must approved by the membership. If Total Budgeted Expenditures (F) changes, the membership needs to approve the Budget before re-submitting it to HQ.**

CALIFORNIA STATE RETIREES

CHECKING ACCOUNT - OPERATING FUNDS

ENTRY	DATE	CODE	CHECK # Chp Ck/ACH ONLY	DESCRIPTION	DEPOSIT	EXPENSE	BALANCE
1				**Beginning Balance - THIS IS THE SAME AS ENDING BALANCE THE PREVIOUS MONTH**			**$ -**
2							$ -
3							$ -
4							$ -
5							$ -
6							$ -
7							$ -
8							$ -
9							$ -
10							$ -
11							$ -
12							$ -
13							$ -
14							$ -
15							$ -
16							$ -
17							$ -
				January Ending Balance	**$ -**	**$ -**	**$ -**

CALIFORNIA STATE RETIREES

CHAPTER SPENDING PROJECTIONS - CHAPTER # ______

FISCAL YEAR ______		JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY - Rollover TOTALS
Beginning of Month Balance (CDA Balance)			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Dues Revenue - Annual (Projected)														$ -
Other Income (gifts, grant, etc)														$ -
Budget Total Submitted														
Expenditures by Line Item														Totals of Expenditures
Chapter Meetings	101													$ -
Chapter Meeting - offset (-$0.00 money collected)														$ -
Chapter Executive Board Mtgs	102													$ -
Chapter Officer Stipends	103													$ -
Newsletter/Website	104													$ -
Chapter Travel	105													$ -
Member Recruitment and Retention	106													$ -
Community Outreach	201													$ -
CSR Board of Directors Meetings	302													$ -
CSR Committee Meetings	304													$ -
CSR Delegate Assembly	305													$ -
PAC - Legislative Office Visits	306													$ -
CalPERS Meetings and CBEEs	307													$ -
Training	401													$ -
ADVANCE (Not included on Budget- When paid back,-$0.00)	402													$ -
Office Supplies	404													$ -
Postage	405													$ -
Equipment Purchase and/or Maintenance	409													$ -
Service Charges	410													$ -
Misc. Expenses	411													$ -
Total Expenditures		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Remainder of Annual Budget +/- $0.00

CHAPTER SPENDING PROJECTIONS - CHAPTER # ________

DETAILED EXPLAINATION OF EXPENDITURES

JANUARY	
FEBRUARY	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUGUST	
SEPTEMBER	
OCTOBER	
NOVEMBER	
DECEMBER	

CALIFORNIA
STATE RETIREES

TREASURER'S REPORT SUMMARY

CHAPTER ____________

DATE ____________

BEGINNING BALANCE ALL ACCOUNTS ____________

WELLS FARGO CHECKING - Operating Account

BALANCE FORWARD **Date** ____________ ____________

RECEIPTS

CODE	DATE	DESCRIPTION	AMOUNT
001			
001			
001			

TOTAL RECEIPTS $ -

DISBURSEMENTS

Date	Number	DESCRIPTION	AMOUNT

TOTAL DISBURSEMENTS $ -

SUB TOTAL - LEDGER BALANCE $ -

CHECKS NOT CLEARED

Number	DESCRIPTION	

TOTAL NOT CLEARED $ -

WELLS FARGO CHECKING ACCOUNT BALANCE $ -

Other Account Info if needed

TOTAL CHAPTER RESOURCES $ -

DONATIONS/SCHOLARSHIP/SUNSHINE ACCT

Beginning Balance	
Interest	$ -
Revenue	$ -
Disbursement	$ -

ACCOUNT BALANCE $ -

Date Signed ____________ Treasurer ____________

CALIFORNIA STATE RETIREES

CHAPTER CHECK REQUEST

Chapter ____________

Requested by (name) ______________________________ **Date** __________

President's approval ______________________________ **Date** __________

Treasurer's approval ______________________________ **Date** __________

CHECK REQUEST

Make check payable to: (Name and Address)

______________________________ **Date Paid** __________
______________________________ **Check number** __________
______________________________ **Total Amount** __________
______________________________ **Code** __________

Quantity	Description of Purchase and Activity	Price	Amount

CALIFORNIA STATE RETIREES

INVENTORY CONTROL LIST

Over $300 only

CHAPTER ____________

DATE ACQUIRED	DESCRIPTION	COST	LOCATION	DISPOSITION

DATE ____________ Chapter President ____________ Chapter Treasurer ____________

CALIFORNIA STATE RETIREES

BANK DESIGNEES - AUTHORIZED SIGNATORIES AND ADMINISTRATORS

Chapter ______________________

	TITLE	NAME	EMAIL ADDRESS	PHONE NUMBER
President/ Signatory				
Treasurer /Signatory				
Signatory				
Signatory				
Signatory				
Signatory				
Signatory				

CALIFORNIA STATE RETIREES

CSR MEMBER TRAVEL 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 TEC form
	4.	TECs which are not accompanied by the required receipts, authorization and details will not be paid
	5.	The most economical use of CSR 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 copy or scan the document
	7.	List your phone number and email information on your claim to receive processing updates and to 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 time at which you departed for a meeting or other activity
Return		Show the time at which you returned from a meeting or other activity
Activity		Describe the purpose of the expenditure
Lodging	1.	The regular allowance is based on the negotiated rate. Lodging other than for General Council/Delegate Assembly shall not be allowed if residence is **within 40 miles from the location**. Only actual expense within the above limits is reimbursed and original receipts are required. If special circumstances are involved, pre-approval must be obtained prior to the event.
	2.	A maximum of $15.00 may be claimed for incidental expenses incurred during any 24-hour period involving a lodging claim.

Meals

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

Breakfast	Lunch	Dinner
$25.00	$25.00	$35.00

2. Breakfast may not be claimed if departure is after or return is prior to 7:00 am. 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 pm.
3. When meals are purchased for other people authorized to claim meal expenses, such person(s) must be listed on the expense claim with receipt attached.

Travel

1. Indicate the mode of transportation and cost Common carrier (plane, bus, train, etc.) is the authorized method of transportation. Private vehicles 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 a private vehicle is authorized and used, reasonable mileage will be paid Indicate the number of miles traveled (in comment space at bottom of the claim) and use the allowance of **$0.725** cents per mile. (**Rates are subject to change**).
3. If travel is made in another claimant's vehicle, travel expenses will be allowed only to one claimant.
4. Mileage shall not be paid to claimant living within 40 miles of the event unless prior authorization is obtained from the President.
5. If a private vehicle is NOT authorized but used, claim the common carrier fare.
6. Transportation receipts, when applicable, must be submitted with claim

Misc

1. Taxi or ride share 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.
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4. Other actual and necessary expenses of an unusual nature, upon approval of the CSR President, may be reimbursed when appropriately recorded and adequately explained.

CALIFORNIA STATE RETIREES

JUSTIFICATION FOR TRAVEL OTHER THAN COMMON CARRIER

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4. If approval is given, claims will be reimbursed at the lower rate unless otherwise justified.

5. Research documentation must accompany the TEC when submitted. Please submit it on a separate page - not on the TEC.

Research must include the following comparisons:

- Mileage vs common carrier
- Parking
- Meals
- Taxis/ride share
- Extended hotel stay, if driving

CALIFORNIA STATE RETIREES
3000 Advantage Way Suite 100 Sacramento, CA 98534

EXPENSE CLAIM

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	$ -	$ -	$ -	$ -	$ -

Date	**Item**	**Comment**

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

ACCOUNTING USE ONLY

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		
Grand total expenses		$ -
Less – travel advances		
Balance Due	Member	**$ -**
	CSR	**$ -**
APPROVED		

FIN # 013 Travel Expense Claim.xlsx Rev 6/23/2025