



Automotive Service Councils of California

Professionals in Automotive Service - Since 1940
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LEGISLATIVE DAY
FIRST-TIME ATTENDEE REIMBURSEMENT APPLICATION

Procedures

Any ASCCA member who has not previously attended an ASCCA Legislative Day event may be nominated by their Chapter President and Chapter Representative to receive travel reimbursement. The reimbursement amounts will not exceed \$150 per person for attendees traveling within a 150-mile radius of the event location, or \$250 per person for attendees traveling further than 150 miles.

All nominations must be reviewed and approved by ASCCA Government Affairs Committee prior to the event.

This application may be used as your travel reimbursement request. Simply include supporting documents for costs incurred by the attendee, such as mileage, tolls, airfare or hotel accommodations.

Request Date: _____

Applicant Name: _____

Nominating _____

Chapter: _____

Payee Address: _____

Event Date: _____

Expense Estimates

Table with 5 columns: Date, Auto Mileage (# miles X 58 cents per mile), Auto Rental / Taxi, Airplane/Train Fare, Parking /Tolls. Includes a row for 'Please subtract any Chapter funds that will be applied towards the attendee's expenses' and a row for 'Total Expenses (Minus Chapter funds applied)'.

Applicant Signature

Date

Submit completed request to:

Email: gpeterson@amgroup.us | Fax: (916) 444-7462 | Mail: 1 Capitol Mall, Suite 800 Sacramento, CA 95814