



Travel Stipend & Match Reporting Form

2018 Network Retreat

Network member organizations **current** for calendar year 2018 are eligible for a reimbursement stipend. One scholarship will be issued per organization and only to those organizations that complete and submit this form and all accompanying receipts. Stipend maximums are as follows:

For southern and central California Groups

\$400 if spending two nights or \$300 if spending one or zero nights

For northern groups traveling over 60 miles

\$250 if spending two nights or \$150 if spending one or zero nights

Reimbursable expenses include costs associated with transportation and lodging (*not food*). **All payment requests must be accompanied by receipt copies and mileage documentation** (i.e. Google maps). Eligible travel expenses you wish to donate to the event or which exceed the cap are used as Match.

Organization Name: _____

Attendees: _____

Payee: _____

Mail check to: _____

Best method of contact: _____

Expenses

Airline/train ticket: \$ _____ Miles travel by auto x \$0.54.5: \$ _____

Lodging: \$ _____ Parking: \$ _____

Other transportation costs: _____

Total expended: \$ _____

Amount requested: \$ _____

I attest that the information supplied by me herein is complete and accurate. I authorize the release of the information contained herein. I understand it is for the sole use of California ReLeaf in order to assess actual and in-kind contributions. I understand that any application for reimbursement from California ReLeaf does not guarantee the reimbursement will be obtained. As an authorized representative of the payee, I acknowledge that the payee will reimburse the other parties as applicable and that this application constitutes the complete request from me, the organization, and other parties involved with my travel.

Signature _____ Date _____

PLEASE RETURN BY **June 15, 2018** to California ReLeaf, 2115 J Street, Suite 213, Sacramento, CA 95816
or to aoliver@californiareleaf.org

Payment of **Amount Requested** may take up to 30 days to process and must be accompanied by proper documentation. Questions? Please contact Amelia at 916-497-0036 or aoliver@californiareleaf.org