



## Travel Stipend & Match Reporting Form

2019 Network Retreat  
Los Angeles

Network member organizations **current** in renewal for calendar year 2019 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 northern and central California Groups - \$300**

**For southern California groups traveling over 60 miles - \$150**

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 \$0.58: \$ \_\_\_\_\_

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 scan receipts & completed form and EMAIL to Amelia by June 10, 2019** or to [aoliver@californiareleaf.org](mailto: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](mailto:aoliver@californiareleaf.org)