Public Risk Innovation Solutions Management (PRISM)

Travel Expense Reimbursement Form
01/01/2026 - 06/30/2026

Entity / Agency	Claimant Name
Payee Address (Entity) (Street, City, State, ZIP)	**Payee Address (Claimant) (Street, City, State, ZIP)**

Meeting / Committee	Date of Meeting	Location of Meeting

Claimant Signature	Signature Date

Meals (Per Diem Max: Breakfast $22.00 | Lunch $23.00 | Dinner $36.00 | Daily Max $81.00)

Date	Breakfast ($)	Lunch ($)	Dinner ($)	Daily Total ($)	Payable to Entity ($)	Payable to Claimant ($)

	Payable to Entity ($)	Payable to Claimant ($)
Ground Transportation		
Mileage (miles × $0.725) =		
Car Rental		
Gas		
Rideshare / Taxi / Parking Fees / Toll Fees		
Air Travel		
Airfare/Baggage Fees (coach rate only)		
Lodging		
Lodging (single occupancy rate)		
Other Incidental Expenses		
Miscellaneous / Other (describe below)		

Description:

	Total Meals	Total Ground Trans.	Total Air Travel	Total Lodging	Total Other Incidentals
Entity					
Claimant					

Receipts required for all expenses over $25. PRISM will not reimburse bar expenses and alcohol gratuities. Reduce the meal per diem if PRISM or the conference provides a meal. Air travel reimbursed at coach rates only.

	Payable to Entity ($)	Payable to Claimant ($)
Grand Total		

Please submit the completed form and receipts to: **accountspayable@prismrisk.gov**
75 Iron Point Circle, Suite 200, Folsom, CA 95630

EXPENSE REIMBURSEMENT

FOR BOARD MEMBERS AND COMMITTEE MEMBERS

Policy

PRISM's Executive Committee has adopted a travel policy authorizing the reimbursement of ordinary and necessary travel expenses incurred by Board or Committee members while conducting PRISM business.

Procedures

Board or Committee members must complete an Expense Claim form. Claims will be reimbursed based on guidelines approved by the Executive Committee.

Each Board and Committee member has been provided with a copy of the PRISM's Travel Policy and Guidelines. A summary of these guidelines are as follows:

Transportation

- Automobile mileage is reimbursed at current IRS reimbursement rate per mile.
- Air travel at coach rates; receipt required.
- Travel by other public conveyance (i.e. train, bus, taxi): receipt required.

Hotel/Motel Accommodation Costs

- Receipt from hotel/motel must be submitted.
- Reimbursement is made at single occupancy rate.

Incidental Expenses

- Parking fees: If available submit receipt.
- Telephone calls: The cost of short business calls may be reimbursed. One short personal call may be claimed per day.

Meals

- Meals: Meal expenses will be limited to the standard meal allowance established by the IRS. Partial day meal allowances may be claimed in accordance with the table shown on the claim form. If PRISM or conference provides a meal, please subtract this meal's partial daily allowance from the total daily allowance.
- Bar: PRISM will not reimburse bar expenses or tips.

RECEIPTS REQUIRED FOR EXPENSES OVER $25.