



**PRISM Public Risk Innovation Solutions Management**  
**Travel Reimbursement Expense Form**

Claimant Name: \_\_\_\_\_

Entity: \_\_\_\_\_

PAYEE Address: \_\_\_\_\_

\_\_\_\_\_

Meeting or Committee: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

**Meals:**

	Partial Day Allowances			Totals
	Breakfast	Lunch	Dinner	
Per Diem Maximum:	\$16.00	\$17.00	\$31.00	\$64.00
Date:				
Date:				
Date:				

	Payable to Entity	Payable to Claimant
Total Meals =		
Private Car: Miles ____ x \$0.70 = ____		
Car Rental		
Air, Bus, or Train Fare		
Lodging		
Taxi		
Bridge Tolls		
Parking Fees		
Incidental Expenses		

TOTAL PAYABLE TO ENTITY \_\_\_\_\_

TOTAL PAYABLE TO CLAIMANT \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return To: PRISM  
 75 Iron Point Circle, Suite 200 Folsom, CA 95630  
 Attention: Accounting Technician  
 E-mail: [accountspayable@prismrisk.gov](mailto:accountspayable@prismrisk.gov)

## **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.**