

## ATSSA'S 2024 PUBLIC AGENCY OFFICIAL SCHOLARSHIP REIMBURSEMENT FORM

NAME	ATSSA MEETING	54th Annual Convention & Traffic Expo
AGENCY	DESTINATION	San Diego, California
ADDRESS		
CITY, STATE, ZIP	SAN DIEGO ARRIVAL D	ATE
PHONE	DATE DEPARTED	
EMAIL		

Receipt Date	Description	Expense Type	Total
REMARKS:		Total Expenses	
NOTE HERE IF TH	HE CHECK SHOULD BE MAILED TO A DIFFERENT ADDRESS THAN ABOVE:	Total Reimbursement (accounting use only)	

RECEIPTS ARE REQUIRED FOR ALL EXPENSES ABOVE \$10. THE PER DIEM RATE IS THE MAXIMUM REIMBURSEMENT ALLOWED PER DAY WITH NO MEALS PROVIDED AS PART OF THE CONVENTION.

I HEREBY CERTIFY THAT ALL OF THE ABOVE EXPENSES HAVE BEEN INCURRED ON MY BEHALF AND ARE IN COMPLIANCE WITH THE INSTRUCTIONS ON SIDE TWO OF THIS FORM.			(FOR ACCOUNTING USE ONLY)	
Scholarship Recipient Signature	Printed Name	Date	Accounting	Code
			PROCESSE	DBY
Director of Member Engagement Signature	Printed Name	Date		
			DATE SUBMITTED	DATE PROCESSED
Accounting Approval Signature	Printed Name	Date	-	

PLEASE REFER TO SIDE TWO OF THIS FORM FOR INSTRUCTIONS

## SIDE TWO - SCHOLARSHIP REIMBURSEMENT INSTRUCTIONS

All public agency scholarship recipients must comply with the following instructions.

**HOTEL:** ATSSA has prearranged your hotel room based on the arrival and departure dates you provided. All scholarship recipients have been assisgned rooms at the Embassey Suites by Hilton San Diego Bay Downtown. The room and tax for approved nights will be billed directly to ATSSA. You will be asked to provide a credit card for any incidentals at the hotel. Scholarship recipients that have opted to arrive early or stay additional nights will be responsible for providing payment directly to the hotel upon arrival. Any special accommodations must be made in advance the meeting and approved by ATSSA no later than Jan. 19, 2024.

Expense Reports <u>MUST</u> be returned to ATSSA <u>no later than 30 days</u> from completion of travel. The Maximum reimbursement is \$900. This amount includes your transportation, meals and incidentals. ATSSA follows the 2024 maximum per diem rates as published by the GSA. However, ATSSA will only reimburse for actual meals. All expenses \$10 or above will require a receipt.

If your expense reimbursement is not received within 30 days afer the completion of your travel, it is understood that you are waiving all eligible scholarship reimbursement. **Reimbursement requests received after March 15, 2024, will not be eligible for reimbursement.** Reimbursements will be processed within net thirty days.

Please indicate the Payee (line 7) of the reimbursement form: write your name if the check should be made payable to you, or write the name of your agency if the check should be made payable to your employer.

Please submit this report with all receipts by email to agencyscholarships@atssa.com.

Mileage Per Diem/Per Mile (Mileage amount not to exceed cost of coach airfare if driving to convention location. Prior approval required.)	\$ 0.670

Breakfast Per Day (receipt over \$10 is required)	\$17.00
Lunch Per Day (receipt over \$10 is required)	\$18.00
Dinner Per Day (receipt over \$10 is required)	\$34.00
Incidentals Per *	\$5.00
	\$74.00

Maximum reimbursement for first and last day of travel is \$74.00

Should ATSSA provide any meal during the event and you choose to eat elsewhere, those meals will not eligible for reimbursement. Reimbursement rates listed above are based on 2024 GSA per diem rates for San Diego. ATSSA uses the GSA rates to determine the maximum reimbursement, however, you may only apply for reimbursement based on your actual expenses.

## ITEMS NOT ELIGIBLE FOR REIMBURSEMENT:

- Car Rental Charges, Insurance and/or related Car Rental Parking (unless prior approval was granted)

- Internet Connection Fees

- More than one Checked Bag on flight to/from San Diego

- Scholarship recipients will not be reimbursed for meals already included in the conference registration fee as follows:

Continental Breakfast: Saturday, Feb. 3 thru Tuesday, Feb. 6, 2024 Lunch: Saturday, Feb. 3 (Committee Members/Friends)

See side one for 2024 Public Agency Scholarship Reimbursement Form