



CALIFORNIA  
NATIVE PLANT SOCIETY

**CHAPTER COUNCIL/BOARD REIMBURSEMENT REQUEST FORM**

NOTE: All requests for reimbursement must be submitted within **30 days** from the date incurred (for flights, 30 days from the date of the flight) and must be accompanied with all supporting documents and original receipts for all expenses. CNPS will process reimbursements within 30 days of receipt of all supporting documentation.

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mailing Address: \_\_\_\_\_

Chapter, Position: \_\_\_\_\_ Purpose of Travel:  Chapter Council  Board of Directors  Both

Date	Type and date of meeting	Car Rental	Number of Miles and total @ \$0.20/mile	Airfare/ Train	Lodging	Other (include amount and description)	Subtotal
Subtotal each column:							

**Grand total to be reimbursed:** \$ \_\_\_\_\_

I hereby certify that the above is a true and correct statement of expenses incurred by me in the service of CNPS.

Signature \_\_\_\_\_

Please note:

- ✓ For travel expenses, include date, purpose of travel, starting and ending points. Include total miles for car trips.
- ✓ CNPS does not reimburse for meals.
- ✓ Parking costs associated with the meeting (e.g., parking garage at the meeting venue) are reimbursable, but not those associated with optional activities (e.g., field trips). Include parking in the "other" column.
- ✓ Lodging will be reimbursed only if you cannot arrange to stay with a local chapter member.

Submit to: CNPS, 2707 K Street, Ste. 1, Sacramento, CA 95816 or [ljenson@cnps.org](mailto:ljenson@cnps.org)