

2025 CTA SUMMER INSTITUTE
MEMBER BENEFITS AWARD RECIPIENT (Air Travel)
TRANSPORTATION REIMBURSEMENT FORM

NAME: _____
(Please Print)

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE: (____) _____ EMAIL: _____

NAME OF CHAPTER: _____

Award recipient will be reimbursed no more than \$500.00 total for transportation costs:

- The most economical coach roundtrip airfare (based on a 21-day advance purchase) *or*
- Mileage at .70 cents per mile not to exceed the most economical coach roundtrip airfare based on 21-day advance purchase

You will **NOT** be reimbursed for:

- Parking expenses
- Single room occupancy at the Westin Bonaventure or staying at another non-CTA approved property
- Meals outside of designated Conference meals provided at the Summer Institute Conference
- Travel between home and the local airport (unless the roundtrip distance between your home and nearest airport is more than 100 miles)
- Ride Share or taxi service to and from the airport and the hotel
- Rental car
- Ride-share or taxis after conference hours (such as going to and from dinner, etc.)
- **Not attending each day's entire session for the entirety of the Strand**

Automobile _____ miles*, round trip from: _____ \$ _____

Airfare**(receipt attached) round trip from: _____ \$ _____

*Mileage will be verified by CTA using Mapquest.com

**Airfare will be verified by CTA based on fares at 21-days before the conference. Airline receipts must be attached.

TOTAL \$ _____

Participant Signature: _____ Date: _____

Please note: Unless indicated, the participant will receive the travel reimbursement.

Check should be made payable to: Name/Chapter _____

Address _____

City _____ Zip _____

This completed form and receipts for expenses are due within 30 days of the end of the month in which they are incurred. Please return to:

For Office Use Only:

Exp. Code: 7075-70670
EBT 8110005

Approved: _____

Date: _____

California Teachers Association
Attn: Member Benefits Department
1705 Murchison Drive
Burlingame, California 94010
650.552.5441 phone 650.552.5014 fax