

### **Process for Counties to request travel reimbursement**

**The Central California Adult Services Training Academy (CCASTA) will need to have a current W-9 for counties who are requesting reimbursement.**

Mileage reimbursement is allowed for those counties traveling to and from training when the training is 50 miles or more one way.

The County will compute travel reimbursement costs using the "CDSS Pocket Guide for Non-State Employee Travel".

CCASTA will reimburse the County for travel expenses that they have incurred as a result of sending employees to Adult Services trainings. CCASTA will not reimburse county employees directly but will instead reimburse the county. No receipts are required from the County.

The invoice will need to indicate a list of the staff who attended, name of the training and the individual reimbursement amount for each staff on separate lines.

Invoices should be submitted monthly.

Invoices and the W-9 are to be emailed to Cynthia Rodriguez at [cynthia@csufresno.edu](mailto:cynthia@csufresno.edu)

Please direct questions to Debbie Blankenship at [dblankenship@mail.fresnostate.edu](mailto:dblankenship@mail.fresnostate.edu) or Cynthia Rodriguez at the email above.