

## TRANSPORTATION REIMBURSEMENT FOR KPFA NEWS REPORTERS

Pls fill out the transportation reimbursement forms once a month -- don't let them pile up for several months at a time. You should email them to Aileen or leave them in my box and tell me the form is there for me to review.

\*KPFA's auditors require the charges for transportation to be documented. Using a clipper card is an easy way to do that for public transit. You must also provide receipts for bridge tolls and parking, etc.

\*If traveling by car, pls total the miles (you can use google maps to do that)

\*Each entry must include what the assignment was (police brutality rally, or SF Supervisors Mtg) and the charge for how you got there.

\*KPFA will reimburse for the cheapest method possible of arriving at your assignment and heading back to KPFA. If BART or a bus is readily accessible to your event, but you prefer to drive instead, KPFA will reimburse you for what the cost of the BART ticket would have been.

\*If your event is at the UC Berkeley campus or otherwise near to the KPFA studios, KPFA will not pay for parking charges at a local lot.

\*All receipts must be stapled to the expense report.

\*You must have me (Aileen) sign off on your reimbursement before submitting it to the KPFA Business Office.

Pls ask Aileen if any of this is unclear, or you have a more complicated situation.  
Aileen@kpfa.org

An excel version of the Expense report is available at <http://www.kpfa.org/staff>