



**MODERATOR/SPEAKER EXPENSE FORM
CALIFORNIA SPEAKERS
2020 CityLaunch Conference
San Diego, California**

Payable to: (check one)

- Speaker
- Company

Name _____
 Title _____
 Company _____
 Address _____

 City, State, Zip _____
 Country _____
 Phone _____

- Please attach original or copies of each receipt to this claim and **SUBMIT TO THE EMAIL ADDRESS BELOW** after March 24 and before April 3, 2020. Reimbursement will only be for expenses with receipts due to our audit requirements.
- All reimbursements will be paid in U.S. Dollars. Checks will be made to payee designated above. If no payee designation is noted, we will reimburse to company.
- Reimbursement is as incurred.
- Refer to the Benefits and Conditions of Engagement for Moderators & Speakers for further details.

Description	Amount
Travel - \$.58/mile up to \$145 or up to \$350 economy airfare	
Ground Transportation & Parking - Up to \$100 to/from airport/convention center	
Lodging - One (1) night at \$239 (standard room + tax)	
Total	

Speaker/Moderator Signature *Date*

Approved By

REIMBURSEMENT REQUEST DEADLINE IS APRIL 3

Connected Collaborative Communities
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 San Diego, CA 92101
 Phone: 877-468-5222
 Email: jenny@jmdevinegroup.com