

DEPARTMENT OF FOOD AND AGRICULTURE

KAREN ROSS, Secretary

Financial Services Branch
1220 N Street, Room 140
Sacramento, CA 95814



To: All Appointed Members of Boards, Commissions, Committees, Councils,
or Task Forces for the California Department of Food and Agriculture

Subject: Establishment of Headquarters for Travel Expense Reimbursement

Dear Member:

To determine the appropriate reimbursement of travel expenses incurred as a result of the duties related to your appointment, it is necessary to establish your headquarters address. For this purpose, headquarters is defined as the place from which you leave and/or return to, upon completion of these State duties. This address must be established before the Department can reimburse you for any mileage or per diem that you may incur while performing your member duties.

Please check the appropriate box below and return this letter with your appointment package. To establish your headquarters address, please check box #1 and complete the bottom portion of this letter. If you will not be incurring expenses or will not be claiming travel expenses, please check box #2 below.

- ☐ I will be submitting travel expense claims for reimbursement of my expenses related to my duties as a member. My headquarters address is shown below.
- ☐ I will not be submitting travel expense claims for reimbursement.

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Member Name _____

Board, Commission, etc., Name _____

Headquarters Address _____

City, State, Zip _____

Signature: _____ Date: _____