

**Golden State Finance  
Authority (GSFA)  
Board of Directors Meeting**



**Friday, September 30, 2016  
9:00 a.m.**

**The Resort at Squaw Creek  
400 Squaw Creek Road  
Olympic Valley, CA 96146**





**Golden State Finance Authority (GSFA)  
Board of Directors Meeting  
Friday, September 30, 2016  
9:00 a.m.  
The Resort at Squaw Creek  
400 Squaw Creek Road, Olympic Valley, CA**

**AGENDA**

- 1. Call to Order & Determination of Quorum**  
*Chair, Supervisor Kevin Cann, Mariposa County  
Vice Chair, Supervisor Randy Hanvelt, Tuolumne County*
- 2. Approval of Minutes – August 17, 2015 Board Meeting** **Page 1**  
*Board Members absent from the meeting will be recorded as abstained unless the Board Member indicates otherwise*
- 3. Member County Concerns**
- 4. Public Testimony**  
*Presentation only of any matters of concern to the general public*
- 5. Amended Resolution 15-09: Disaster Relief Assistance – ACTION** **Page 5**  
*Greg Norton, Executive Director  
Patricia Megason, Deputy Director  
Craig Ferguson, Vice President*
- 6. GSFA Membership Status Update** **Page 15**  
*Greg Norton  
Craig Ferguson*
- 7. Program Updates**  
*Greg Norton  
Craig Ferguson*
- 8. Adjournment**  

Meeting facilities are accessible to persons with disabilities. By request, alternative agenda document formats are available to persons with disabilities. To arrange an alternative agenda document format or to arrange aid or services to modify or accommodate persons with a disability to participate in a public meeting, please call Sarah Bolnik at (916) 447-4806 at least 48 hours before the meeting. Agenda items will be taken as close as possible to the schedule indicated. Any member of the general public may comment on agenda items at the time of discussion. In order to facilitate public comment, please let staff know if you would like to speak on a specific agenda item.





Golden State Finance Authority  
1215 K Street, Suite 1650 · Sacramento, California 95814  
Phone: (855) 740-8422 · Fax: (916) 444-3551 · [www.gsfa-home.org](http://www.gsfa-home.org)

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**Golden State Finance Authority  
Board of Directors Meeting  
August 17, 2016  
11:30 a.m.  
1215 K Street, Suite 1650  
Sacramento CA 95814  
916-447-4806**

**MINUTES**

**Call to Order & Determination of Quorum**

Chair, Supervisor Kevin Cann, Mariposa County, called the meeting to order at 11:47 a.m. A quorum was determined at that time. Those present:

<b><u>Supervisor</u></b>	<b><u>County</u></b>
Mary Rawson	Alpine
Brian Oneto	Amador
Doug Teeter	Butte
Cliff Edson	Calaveras
Dave Finigan	Del Norte
Michael Ranalli	El Dorado
John Viegas	Glenn
Matt Kingsley	Inyo
Kevin Cann	Mariposa
David Rodgers	Madera
Carre Brown	Mendocino
John Pedrozo	Merced
Geri Byrne	Modoc
Tim Alpers	Mono
Diane Dillon	Napa
Nate Beason	Nevada
Jim Holmes	Placer
Anthony Botelho	San Benito
Les Baugh	Shasta
Lee Adams	Sierra
Michael Kobseff	Siskiyou
Bob Williams	Tehama
John Fenley	Trinity
Randy Hanvelt	Tuolumne

**Absent**

Kim Dolbow Vann	Colusa
Rex Bohn	Humboldt
Michael Kelley	Imperial

Anthony Farrington	Lake
Aaron Albaugh	Lassen
Kevin Goss	Plumas
Larry Munger	Sutter
Matt Rexroad	Yolo
Roger Abe	Yuba

#### **Others in Attendance**

Supervisor Richard Forster, Amador County  
Ed Horton, Placer County Water Agency  
Mark Rodgers, Ygrene Energy Fund  
Chris Rodgers, Ygrene Energy Fund  
Stacy Lawson, Ygrene Energy Fund  
Robert Bendorf, Renovate America  
Staci Heaton, RCRC Regulatory Affairs Advocate  
Justin Caporusso, RCRC Director of Public Affairs  
Sarah Bolnik, RCRC Office Manager  
Paul A. Smith, RCRC Senior Legislative Advocate  
Tracy Rhine, RCRC Legislative Advocate  
Mary Pitto, Regulatory Affairs Advocate  
Mary-Ann Warmerdam, Legislative Advocate  
Staci Heaton, Regulatory Affairs Advocate  
Lisa McCargar, RCRC Chief Financial Officer  
Wanda Ishida

#### **Staff in Attendance**

Greg Norton, Executive Director  
Patricia Megason, Deputy Director  
Craig Ferguson, Vice President

#### **Approval of Minutes – June 22, 2016 Board Meeting**

*Board Members absent from the meeting will be recorded as abstained unless the Board Member indicates otherwise*

**Supervisor John Viegas, Glenn County, motioned to approve the minutes of the June 22, 2016 GSFA Board of Directors Meeting. Supervisor Randy Hanvelt, Tuolumne County, seconded the motion. Motion unanimously passed.**

#### ***Abstaining:***

***Supervisor Cliff Edson, Calaveras County; Supervisor Nate Beason, Nevada County; Supervisor Jim Holmes, Placer County; Supervisor Les Baugh, Shasta County***

#### **Member County Concerns**

None

## **Public Testimony**

None

## **PACE Residential Consumer Protection Policies**

Greg Norton, Executive Director, reviewed with the GSFA Board of Directors the Golden State Finance Authority Ygrene Works Residential PACE Program Consumer Protection Policies (CPP). At the meeting of the GSFA Executive Committee on July 13, 2016, the Executive Committee reviewed, edited, and approved the CPP.

Mr. Norton also shared with the GSFA Board of Directors some minor changes that have been made to the California Clean Energy Program, Residential Program Handbook.

## **Recommendations:**

It is recommended that the GSFA Board of Directors review and approve the proposed Consumer Protection Policies.

**Supervisor David Rodgers, Madera County, motioned to approve the PACE Residential Consumer Protection Policies as presented. Supervisor Michael Kobseff, Siskiyou County, seconded the motion. Motion unanimously passed.**

## **GSFA Membership Status Update**

Greg Norton called attention to the updated GSFA Membership list that was provided to each Board Member. The member list provided reflects members through July 25, 2016. Mr. Norton added that there are thirty-three regular member counties, twenty-two associate member counties, one hundred sixty-nine associate member cities, and one associate member joint powers authority.

## **Program Updates**

Craig Ferguson provided an update on the Single Family, Multi-Family and Energy Retrofit Programs.

## **Adjournment**

Chair, Supervisor Kevin Cann, Mariposa County, adjourned the meeting of the GSFA Board of Directors at 12:04 p.m.





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**To:** GSFA Board of Directors

**From:** Greg Norton, Executive Director  
Patricia Megason, Deputy Director  
Craig Ferguson, Vice President

**Date:** September 20, 2016

**Re:** Amended Resolution 15-09: Disaster Relief Assistance - **ACTION**

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**Summary**

In 2015, two of the Golden State Finance Authority's member counties, Calaveras and Lake, suffered devastating wildfires which resulted in a large number of residences being destroyed. As a result of the Butte Fire (Calaveras) and the Valley Fire (Lake), nearly 2,000 homes were deemed destroyed. Both the Butte and Valley fire are state and federally declared disasters.

**Issue**

On December 9, 2015, the GSFA Board of Directors adopted Resolution 15-09 allocating \$1.5 million in disaster funding to provide assistance to these member counties and residents. \$500,000 (\$350,000 to Lake and \$150,000 to Calaveras) was provided directly to the counties for assistance with the costs of providing temporary housing and/or shelter to individuals and families that have been displaced due to the loss of their residence from the fires.

The remaining \$1 million of appropriated funds was initially intended to be provided by GSFA directly to individuals and families, through a program to be established by GSFA, to assist in rebuilding or to obtain a future long-term residence. The proposed guidelines of the program included household income not to exceed 115% of the Area Median Income and the maximum assistance to an individual household limited to \$2,500. Staff is proposing revising the program with the following amendments:

- The remaining \$1 million of appropriated funds be provided directly to Lake County (\$700,000) and Calaveras County (\$300,000) to provide to individuals and families, following the general guidelines developed by GSFA;
- Fees charged to administer the program by county or a third-party administrator be permitted, but not to exceed 5% of allocated funds under this portion of the program; and
- The household income limit be revised to 115% of State Median Income (\$80,500).

Both a clean and track change version of the amended Resolution are attached.

**Recommendation**

It is recommended that the GSFA Board of Directors adopt Amended Resolution 15-09: Disaster Relief Assistance.

**Attachment**

- GSFA Amended Resolution 15-09: Disaster Relief Assistance – (Clean)
- GSFA Amended Resolution 15-09: Disaster Relief Assistance - (Track Changes)

## AMENDED RESOLUTION NO. 15-09

### AMENDED RESOLUTION OF THE BOARD OF DIRECTORS OF THE GOLDEN STATE FINANCE AUTHORITY APPROVING AND ADOPTING AN EMERGENCY DISASTER ASSISTANCE PROGRAM FOR COUNTY RESIDENTS DISPLACED BY 2015 FIRES

WHEREAS, the Golden State Finance Authority ("GSFA") is a joint powers authority comprised of 33 member counties which provides housing down payment assistance, energy efficiency and other programs to assist residents; and

WHEREAS, a historic drought in California has created extremely dry conditions; and

WHEREAS, in recent months, there have been devastating fires in the jurisdictions of several of GSFA's member counties, which have resulted in hundreds of residents being left homeless; and

WHEREAS, the State of California and/or the United States Government have declared several of these fire-stricken areas to be disaster areas; and

WHEREAS, GSFA desires to provide assistance to those individuals and families who have lost their primary residence for an extended period of time;

NOW THEREFORE, BE IT RESOLVED, as follows:

Section 1. GSFA hereby allocates a total amount of One Million Five Hundred Thousand Dollars (\$1,500,000) of unrestricted funds to be used for an Emergency Disaster Assistance Program (the "Program") to assist residents living within a member County who meet the following criteria:

- The residence is in an area declared to be a state or federal disaster area in 2015;
- Damaged property caused by the disaster must have been the primary residence (owned or rented) of the applicant;
- The property must have been designated by CALFIRE as destroyed (more than 50% damaged);
- The assistance is to benefit the individuals/families that have been displaced;
- To provide timely assistance to immediate temporary housing and shelter needs a portion of the funds may be allocated to assist with this need.

Section 2. The Board further resolves that \$500,000 of the appropriated Program funds shall be provided directly to the appropriate county agency or department of Lake and Calaveras Counties for direct assistance to be used for the costs of providing temporary housing and/or shelter to individuals and families displaced due to loss of residence from the fire, in the manner

that such counties deem appropriate. The allocation shall be in the following amounts based on the CALFIRE reports of residences destroyed:

Lake County	\$350,000
Calaveras County	\$150,000

Section 3. The remaining \$1 million of appropriated Program funds shall be provided directly to the appropriate county agency or department of Lake and Calaveras Counties to be used for individual/family assistance portion and shall generally follow the guidelines (the “Guidelines”) developed by GSFA in consultation with legal counsel as outlined below. Fees charged to administer the Program by County or a third-party administrator may not exceed 5% of allocated funds under this portion of the Program.

The allocation shall be in the following amounts based on the CALFIRE reports of residences destroyed:

Lake County	\$700,000
Calaveras County	\$300,000

The Guidelines:

- The funds shall be provided directly by County or third-party administrator to individuals and families in an effort to assist rebuilding or to obtain a future long-term residence,
- Household income of the applicant may not exceed \$80,500 (115% State Median Income), which may be certified by signed affidavit from displaced individual/family,
- Assistance to an individual household will be limited to a maximum amount of \$2,500.

PASSED APPROVED AND ADOPTED by the Board of Golden State Finance Authority, the 30th day of September 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Golden State Finance Authority

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Chair of the Board

I certify that the foregoing resolution is a true and accurate copy of Resolution No. 15-09, approved by the governing board of the Golden State Finance Authority on September 30, 2016 in Sacramento, California.

Date: September 30, 2016

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Assistant Secretary



**AMENDED RESOLUTION NO. 15-09**

**AMENDED RESOLUTION OF THE BOARD OF DIRECTORS OF THE GOLDEN STATE FINANCE AUTHORITY APPROVING AND ADOPTING AN EMERGENCY DISASTER ASSISTANCE PROGRAM FOR COUNTY RESIDENTS DISPLACED BY 2015 FIRES**

WHEREAS, the Golden State Finance Authority (“GSFA”) is a joint powers authority comprised of 33 member counties which provides housing down payment assistance, energy efficiency and other programs to assist residents; and

WHEREAS, a historic drought in California has created extremely dry conditions; and

WHEREAS, in recent months, there have been devastating fires in the jurisdictions of several of GSFA’s member counties, which have resulted in hundreds of residents being left homeless; and

WHEREAS, the State of California and/or the United States Government have declared several of these fire-stricken areas to be disaster areas; and

WHEREAS, GSFA desires to provide assistance to those individuals and families who have lost their primary residence for an extended period of time;

NOW THEREFORE, BE IT RESOLVED, as follows:

Section 1. GSFA hereby allocates a total amount of One Million Five Hundred Thousand Dollars (\$1,500,000) of unrestricted funds to be used for an Emergency Disaster Assistance Program (the “Program”) to assist residents living within a member County who meet the following criteria:

- The residence is in an area declared to be a state or federal disaster area in 2015;
- Damaged property caused by the disaster must have been the primary residence (owned or rented) of the applicant;
- The property must have been designated by CALFIRE as destroyed (more than 50% damaged);
- The assistance is to benefit the individuals/families that have been displaced;
- To provide timely assistance to immediate temporary housing and shelter needs a portion of the funds may be allocated to assist with this need.

Section 2. The Board further resolves that \$500,000 of the appropriated Program funds shall be provided directly to the appropriate county agency or department of Lake and Calaveras Counties for direct assistance to be used for the costs of providing temporary housing and/or shelter to individuals and families displaced due to loss of residence from the fire, in the manner

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Lake County	\$350,000
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Section 3. The remaining \$1 million of appropriated Program funds shall be provided directly to the appropriate county agency or department of Lake and Calaveras Counties to be used for individual/family assistance portion and shall generally follow the guidelines (the "Guidelines") developed by GSFA in consultation with legal counsel as outlined below. Fees charged to administer the Program by County or a third-party administrator may not exceed 5% of allocated funds under this portion of the Program.

The allocation shall be in the following amounts based on the CALFIRE reports of residences destroyed: (the "Guidelines") developed by GSFA in consultation with legal counsel.

<u>Lake County</u>	<u>\$700,000</u>
<u>Calaveras County</u>	<u>\$300,000</u>

The Guidelines:

- The funds shall be provided directly by County or third-party administrator to individuals and families in an effort to assist rebuilding or to obtain a future long-term residence,
- Household income of the applicant may not exceed \$80,500 -(115% Area-State Median Income), which may be certified by signed affidavit from displaced individual/family,;
- Assistance to an individual household will be limited to a maximum amount of \$2,500.

PASSED APPROVED AND ADOPTED by the Board of Golden State Finance Authority, the 930th day of ~~December~~ September 20156, by the following vote:

AYES: ~~Alpine, Amador, Del Norte, Glenn, Humboldt, Imperial, Inyo, Madera, Mariposa, Mendocino, Merced, Modoc, Mono, Napa, Nevada, Placer, San Benito, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Tuolumne, Yuba~~

NOES: 0

ABSENT: ~~Butte, Calaveras, Colusa, El Dorado, Lake, Lassen, Plumas, Yolo~~

ABSTAIN: 0



Golden State Finance Authority

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Chair of the Board

I certify that the foregoing resolution is a true and accurate copy of Resolution No. 15-09, approved by the governing board of the Golden State Finance Authority on ~~December 9~~September 30, 201~~6~~5 in Sacramento, California.

Date: ~~December 9, 2015~~September 30, 2016

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Assistant Secretary





Golden State Finance Authority (GSFA)  
1215 K Street, Suite 1650 · Sacramento, California 95814  
Phone: (855) 740-8422 · Fax: (916) 444-3219 · [www.gsfa-home.org](http://www.gsfa-home.org)

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**To:** GSFA Board of Directors  
**From:** Greg Norton, Executive Director  
**Date:** September 20, 2016  
**Re:** GSFA Membership Status Update

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**Summary**

At the January 20, 2016 GSFA Board meeting, the Board approved Resolution 16-01 fulfilling the Board's responsibilities of governance required in the Joint Exercise of Powers Agreement by documenting the process by which the Authority accepts associate members. Among other related items, the Resolution approved acceptance of the new Associate Members joining GSFA during 2016.

At the meeting, it was stated that updates will be provided at future GSFA Board of Directors meetings on the status of membership and associate membership as appropriate. Through August 29, 2016, GSFA has added eight additional associate member cities.

The current list of GSFA members and associate members (attached) is provided for the Board of Directors' information. Currently GSFA membership includes thirty-three regular member counties. Additionally, GSFA membership includes twenty-two associate member counties, one hundred seventy-seven associate member cities and one associate member joint powers authority.

**Attachments**

- GSFA Member and Associate Member List





Golden State Finance Authority (GSFA)  
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Phone: (855) 740-8422 · Fax: (916) 444-3219 · [www.gsfahome.org](http://www.gsfahome.org)

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## MEMBERS

Alpine County  
Amador County  
Butte County  
Calaveras County  
Colusa County  
Del Norte County  
El Dorado County  
Glenn County  
Humboldt County  
Imperial County  
Inyo County

Lake County  
Lassen County  
Madera County  
Mariposa County  
Mendocino County  
Merced County  
Modoc County  
Mono County  
Napa County  
Nevada County  
Placer County

Plumas County  
San Benito County  
Shasta County  
Sierra County  
Siskiyou County  
Sutter County  
Tehama County  
Trinity County  
Tuolumne County  
Yolo County  
Yuba County

## ASSOCIATE MEMBERS

Alameda County  
Contra Costa County  
Fresno County  
Kern County  
Kings County  
Marin County  
Monterey County  
Orange County

Riverside County  
Sacramento County  
San Bernardino County  
San Diego County  
San Francisco County  
San Joaquin County  
San Luis Obispo County  
San Mateo County

Santa Cruz County  
Solano County  
Sonoma County  
Stanislaus County  
Tulare County  
Ventura County

## ASSOCIATE MEMBER JOINT POWERS AUTHORITY (JPA)

Independent Cities Finance Authority (ICFA)

## ASSOCIATE MEMBER CITIES

Adelanto (San Bernardino County)  
Aliso Viejo (Orange County)  
Alturas (Modoc County)  
American Canyon (Napa County)  
Angels Camp (Calaveras County)  
Antioch (Contra Costa County)  
Arcata (Humboldt County)  
Atwater (Merced County)  
Avenal (Kings County)  
Bakersfield (Kern County)

Baldwin Park (Los Angeles County)  
Beaumont (Riverside County)  
Bell (Los Angeles County)  
Bellflower (Los Angeles County)  
Belvedere (Marin County)  
Benicia (Solano County)  
Blue Lake (Humboldt County)  
Brea (Orange County)  
Brentwood (Contra Costa County)  
Buena Park (Orange County)



### ASSOCIATE MEMBER CITIES (continued)

Burlingame (San Mateo County)	Hawthorne (Los Angeles County)
Calabasas (Los Angeles County)	Hayward (Alameda County)
Camarillo (Ventura County)	Hesperia (San Bernardino County)
Campbell (Santa Clara County)	Highland (San Bernardino County)
Carlsbad (San Diego County)	Huntington Beach (Orange County)
Carson (Los Angeles County)	Huron (Fresno County)
Chico (Butte County)	Imperial Beach (San Diego County)
Chino (San Bernardino County)	Ione (Amador County)
Chula Vista (San Diego County)	Irwindale (Los Angeles County)
Citrus Heights (Sacramento County)	Jackson (Amador County)
Clovis (Fresno County)	La Habra (Orange County)
Coalinga (Fresno County)	La Mesa (San Diego County)
Colton (San Bernardino County)	Lafayette (Contra Costa County)
Compton (Los Angeles County)	Lake Forest (Orange County)
Concord (Contra Costa County)	Lakewood (Los Angeles County)
Corcoran (Kings County)	Lancaster (Los Angeles County)
Corning (Tehama County)	Larkspur (Marin County)
Corona (Riverside County)	Lemon Grove (San Diego County)
Costa Mesa (Orange County)	Lemoore (Kings County)
Crescent City (Del Norte County)	Lomita (Los Angeles County)
Danville (Contra Costa County)	Long Beach (Los Angeles County)
Del Mar (San Diego County)	Los Angeles (Los Angeles County)
Dinuba (Tulare County)	Lynwood (Los Angeles County)
Dunsmuir (Siskiyou County)	Madera (Madera County)
El Cajon (San Diego County)	Malibu (Los Angeles County)
El Monte (Los Angeles County)	Manteca (San Joaquin County)
El Segundo (Los Angeles County)	Martinez (Contra Costa County)
Elk Grove (Sacramento County)	Mill Valley (Marin County)
Encinitas (San Diego County)	Mission Viejo (Orange County)
Escondido (San Diego County)	Montclair (San Bernardino County)
Eureka (Humboldt County)	Moorpark (Ventura County)
Fairfax (Marin County)	Moreno Valley (Riverside County)
Fairfield (Solano County)	Morro Bay (San Luis Obispo County)
Ferndale (Humboldt County)	Mount Shasta (Siskiyou County)
Firebaugh (Fresno County)	Napa (Napa County)
Fontana (San Bernardino County)	National City (San Diego County)
Fort Bragg (Mendocino County)	Newport Beach (Orange County)
Fortuna (Humboldt County)	Novato (Marin County)
Foster City (San Mateo County)	Oakland (Alameda County)
Fountain Valley (Orange County)	Oakley (Contra Costa County)
Fremont (Alameda County)	Oceanside (San Diego County)
Fresno (Fresno County)	Orland (Glenn County)
Galt (Sacramento County)	Oroville (Butte)
Garden Grove (Orange County)	Palmdale (Los Angeles County)
Gardena (Los Angeles County)	Paradise (Butte County)
Glendale (Los Angeles County)	Paramount (Los Angeles County)
Glendora (Los Angeles County)	Placerville (El Dorado County)
Grover Beach (San Luis Obispo County)	Point Arena (Mendocino County)
Hanford (Kings County)	Porterville (Tulare County)



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### ASSOCIATE MEMBER CITIES (continued)

Poway (San Diego County)	Sausalito (Marin County)
Rancho Cordova (Sacramento County)	Shasta Lake (Shasta County)
Rancho Cucamonga (San Bernardino County)	Solana Beach (San Diego County)
Redondo Beach (Los Angeles County)	South San Francisco (San Mateo County)
Redwood City (San Mateo County)	Stanton (Orange County)
Reedley (Fresno County)	Stockton (San Joaquin County)
Rialto (San Bernardino County)	Suisun City (Solano County)
Richmond (Contra Costa County)	Taft (Kern County)
Rio Dell (Humboldt County)	Tehama (Tehama County)
Riverside (Riverside County)	Thousand Oaks (Ventura County)
Rolling Hills Estates (Los Angeles County)	Tiburon (Marin County)
Sacramento (Sacramento County)	Torrance (Los Angeles County)
Salinas (Monterey County)	Tracy (San Joaquin County)
San Anselmo (Marin County)	Trinidad (Humboldt County)
San Diego (San Diego County)	Twentynine Palms (San Bernardino County)
San Fernando (Los Angeles County)	Ukiah (Mendocino County)
San Jacinto (Riverside County)	Union City (Alameda County)
San Jose (Santa Clara County)	Upland (San Bernardino County)
San Leandro (Alameda County)	Vacaville (Solano County)
San Luis Obispo (San Luis Obispo County)	Vallejo (Solano County)
San Marino (Los Angeles County)	Ventura (Ventura County)
San Mateo (San Mateo County)	Vista (San Diego County)
San Rafael (Marin County)	Waterford (Stanislaus County)
San Ramon (Contra Costa County)	Weed (Siskiyou County)
Sanger (Fresno County)	West Hollywood (Los Angeles County)
Santa Ana (Orange County)	Westminster (Orange County)
Santa Clara (Santa Clara County)	Williams (Colusa County)
Santa Fe Springs (Los Angeles County)	Willits (Mendocino County)
Santa Monica (Los Angeles County)	Willows (Glenn County)
Santee (San Diego County)	





## Name \_\_\_\_\_

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Phone Number

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Provide documentation for expenses as required in the Travel and Expense Policy for Delegates. Mileage expenses may not exceed \$0.54 per mile. For lodging in the Sacramento area, reimbursement will include lodging expense, inclusive of room rate, occupancy tax and other fees, up to a maximum of \$112 per night. Meal allowances may not exceed \$8 for breakfast, \$12 for lunch, and \$25 for dinner without prior approval, except as noted in the Travel and Expense Policy.

**Mail Payment To:**

Address: \_\_\_\_\_

**Mail Payment To:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, Zip:** \_\_\_\_\_

G/L Code:

Office Use Only:  
 Approved By: \_\_\_\_\_  
 G / L Code: \_\_\_\_\_  
 Amount: \_\_\_\_\_

