



Interstate Technology & Regulatory Council

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ITRC Private Vehicle Travel in Excess of 800 Miles Policy & Request Form October 2026

All travelers already approved for travel reimbursement by ITRC and planning to use a personal vehicle must complete this form and receive additional approval from ITRC staff **if the roundtrip mileage to and from their home/work location and the meeting location is greater than 800 miles.**

ITRC travelers must submit a cost-comparison that documents the total costs of air or train transportation to and from your home/work location and the meeting location vs. the total costs of using a private vehicle (mileage, tolls, event location parking).

- ITRC will approve travel reimbursement expenses for your personal vehicle mileage claim up to the lowest cost of the two submitted cost comparisons.
- Travelers will only be reimbursed for eligible travel expenses for the number of travel days/hotel nights indicated in the ITRC announcement of the sponsored event.
- All personal expenses for hotels, meals, and other expenses during vehicle travel that occur before or after the event's approved travel dates are not eligible for ITRC reimbursement.
- Mileage that may be incurred during the event (ex., travel to dinner) is not eligible for reimbursement.
- Parking fees that may be incurred during the event in addition to the hotel or event location approved parking are not eligible for reimbursement.

ITRC will not reimburse you for your travel expenses if you travel over 800 miles roundtrip and fail to complete this form and receive approval prior to your travels.

ITRC's Travel Policy and Reimbursement Guidelines are accessible at <https://itrcweb.org/travel-policy/>.

Please contact Carolyn Sistare (csistare@ecos.org) if you have any questions about ITRC's Travel Policy or submitting this form.

Vivek Mathrani
California Department of
Toxic Substances Control
ITRC Co-Chair

Paula Panzino
Arizona Department of
Environmental Quality
ITRC Co-Chair

Charles Reyes
ITRC Director

ITRC Private Vehicle Travel in Excess of 800 Miles Policy Request Form

Complete this form and save copies of the supporting documentation you used to create cost estimates. Submit a signed completed form with the supporting documentation to Carolyn Sistare (csistare@ecos.org) for approval. Decisions and requests for additional information will be sent to your email address within 2 business days. Please contact Carolyn Sistare if you have not received a decision after 2 days. Supporting documentation must include:

Personal Vehicle Cost Estimate:

- Map and directions confirming your estimated roundtrip mileage to/from your home and the event location with toll estimates.
- Estimated parking costs per the hotel, event, and logistics sheet

Air or Train Roundtrip Cost Estimate:

- Quote for non-refundable, round-trip airline or train fare during the approved travel dates, and
- Estimated ground transportation expenses; either:
 - mileage to/from the airport/train station and parking at the airport/train station, or
 - roundtrip public transportation (taxi, rideshare, train, etc.)

Name:			
Agency:			
Email:			
Phone:			
Event & Event Dates:			
Personal Vehicle Cost Estimate		Air or Train Roundtrip Cost Estimate	
Total Mileage Estimate: (\$0.725 x miles)		Total non-refundable airfare or train ticket quote:	
Estimated Tolls:		Baggage fees:	
Estimated Event Parking:		Estimated mileage to and from home/work and airport/train station: (\$0.76 x miles)	
		Estimated airport or train station parking:	
		Ground transportation to and from home/work and airport + to and from/airport and event location:	
Total Estimated Costs:		Total Estimated Costs:	

Member Signature & Date:

ITRC Office Use Only

Private vehicle reimbursement approved up to:

Approved by & Date: