



Reimbursement Package

12/2/2015

Dear Customer:

Enclosed you will find a reimbursement package for those residents that have been temporarily relocated due to the Aliso Canyon gas leak. In this package you will find an expense log, mileage log, and a list of frequently asked questions.

Expense Log:

This log will help organize and keep track of your additional expenses during your stay in temporary housing. Additionally, this log will be required, along with the receipts, in order to validate your reimbursable expenses.

****Please note, lodging locations with a full kitchen (range and refrigerator) and the ability to prepare and cook meals are not eligible for a meal allowance.** If your room does not have the ability to prepare and cook meals; you will be reimbursed at the following rates:

- \$45.00 per day for adults (18 years and over)
- \$35.00 per day for youth (ages 8 – 17)
- \$25.00 per day for children (7 years and under)

Mileage Log:

The mileage log will help you keep track of any additional mileage beyond your normal daily commute. Please note that each entry should be documented as a one-way trip.

Mileage will be reimbursed at the IRS Recommendation of **57.5** cents per mile. Reimbursement will be reviewed for mileage over your normal commute.

Receipts, Expense Logs and Mileage Logs should be submitted weekly. They can be submitted via Fax, Mail, or E-Mail.

Fax: (213) 244-8214 or E-Mail to: claimsreceipts@semprautilities.com

*You may also mail your receipts to:
Southern California Gas Co.
Attention: Claims Department
555 W. 5th Street, GT14A3
Los Angeles, Calif. 90013-1034*

Please include your Name, Home Address, and Claim Number (if available).



Frequently Asked Questions

What is the reimbursement process?

We recommend you submit reimbursements at least once a week. Once receipts are received by SoCalGas claims staff, they will be reviewed for accuracy by our partner Crawford & Company. After receipt validation, a reimbursement check will be processed by SoCalGas claims staff. Reimbursements will be processed every 2 weeks. A reimbursement package is available from our website at socalgas.com, in the Aliso Canyon updates link.

How soon should I expect a check in return?

Once your receipts have been confirmed, you should receive your reimbursement in 2 weeks.

If I don't spend all of my daily food per diem, does the balance transfer over to the next day?

The meal or per diem allowance is a daily reimbursement. It does not transfer or carry a balance to the next day. We only reimburse up to the amount determined by your family size. You may spend more; just keep in mind, if your food bill is higher your reimbursement amount will remain the same. Please save all receipts.

How long will this leak go on?

Our best estimate is that this process could take 3 to 4 months. Our repair crews are working daily to resolve this issue.

How will we know when the leak has been repaired?

You will be informed by the Southern California Gas Company once the leak has been repaired.

I have out of town guests coming over, can they be relocated also?

We apologize for this inconvenience, but we cannot accommodate guests or members outside of your household.

I have large dogs, and the hotel won't allow them to stay with me?

We will be willing to cover reasonable costs for pet boarding.

If you have additional questions or concerns, please contact the SoCalGas claims department at (213) 244-5151.

Name: _____

Weekly Expense Log

Home Address: _____

Phone No.: _____

**RECEIPTS ARE REQUIRED**

	Date:	Location:	Amount:
1			
2			
3			
4			
5			
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NOTE: Lodging locations with a full kitchen (range and refrigerator) and the ability to prepare and cook meals are not eligible for a meal allowance.

If your room does not have the ability to prepare and cooks meals; you will be reimbursed at the following rates:

Total:

\$ -

- \$45.00 per day for adults (18 years and over)
- \$35.00 per day for youth (ages 8 – 17)
- \$25.00 per day for children (7 years and under)

Adults: _____

Youth: _____

Children: _____

I understand that all documentation submitted in support of this claim will be reviewed by Southern California Gas company. I declare under penalty of perjury that the foregoing is true and correct.

Prepared by: _____

Date: _____

MILEAGE LOG

Name: _____

Home Address: _____

Phone Number: _____

Date	Start Address/Location	End Address/Location	Odometer Start	Odometer End	Total Miles	Miles Over Normal Commute
<i>Example:</i> 11/23/15	<i>Hotel</i>	<i>Work</i>	12,345	12,380	35	10

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Prepared by: _____

Date: _____