

California Virtual Educators United (CVEU)

MEMBER EXPENSE STATEMENT



Event Description, Date, and Location of Meeting:

Please complete the pre-approval survey or clear expenses with
the CVEU Executive Board prior to expenditures.

Your

Name

Address

Phone

Email

All expenses subject to rules outlined in Standing Rules at time of meeting/event.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Each Line
Date								
Breakfast								
Lunch								
Dinner								
Lodging								
Transfer								
Airfare								
Mileage*								
Parking								
Supplies								
Other**								
Total Exp								
								less advanced funds
								Number of Miles (if roundtrip, double one-way mileage):

*Mileage Calculation - # of miles x current IRS rate per mile (0.725 per mile)

**Other Explanation:

Attach all receipts for each item - receipts must be itemized, attach map showing address and total miles

Return to: CVEU Treasurer, treasurer@cveu.org, PO Box 717, Penn Valley, CA 95946

Member Signature

Date

Accounting Office Use Only

Payment Tracking: Venmo Zelle Check Other:

Approved by: _____

Date Paid: _____

Line Items:
