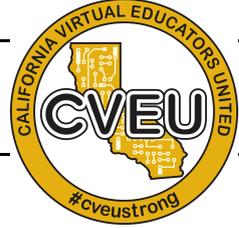


California Virtual Educators United (CVEU)

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 | | | | | | | | |
| <i>less advanced funds:</i> | | | | | | | | |
| <i>Number of Miles (if roundtrip, double one-way mileage):</i> | | | | | | | | |
| | | | | | | | | Total Due to Member |

*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: _____