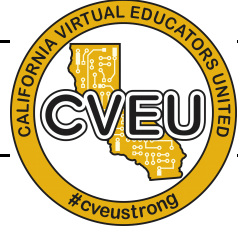


California Virtual Educators United * PO BOX 717, PENN VALLEY, CA 95946

MEMBER EXPENSE STATEMENT



Date and Location of Meeting _____

Name of Event - General Description _____

Pre-approval Info: _____

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 (0.655 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, cveu.treasurer@gmail.com, PO Box 717, Penn Valley, CA 95946

Member Signature _____

Date

Accounting Office Use Only

Payment Tracking: _____

Approved by: _____

Member: _____

Line Items: _____