

Member Expense Statement

Name _____ Signature _____

Make Check Payable to _____

Mailing Address _____

Expenses for Material, Supplies, Miscellaneous

Date of Purchase	Item Purchased	Purpose (Meeting/Event)	Amount
Sub-Total			

Expenses for Travel/Meetings

-- Expenses must be submitted within 30 days of event --

(Date and Location of Meeting)								(Name of Group/Committee Meeting)							
Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total							
	/	/	/	/	/	/	/	Each Line							
Breakfast **															
Lunch **															
Dinner **															
Lodging															
Shuttle															
Airfare															
Mileage															
Parking															
Portage															
Sub-Total									Total Due						
# of miles															

Please attach all receipts. Mileage calculation on reverse.

**** Meal Policy: Actual amounts paid included tax and tip, not to exceed \$85.00 for any one day will apply, except for days when meals are provided by CTA. Receipts are required for all meals. Extra meals required by auto travel are not reimbursable.**

For Accounting Only: Check # _____ Date Paid: _____ Budget Code _____

Mileage Calculation Chart - as of January 1, 2018

Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.
1	0.54.5	51	\$27.80	101	\$55.05	151	\$82.30	201	\$109.55	251	\$136.80	301	\$164.05
2	\$1.09	52	\$28.34	102	\$55.59	152	\$82.84	202	\$110.09	252	\$137.34	302	\$164.59
3	\$1.64	53	\$28.89	103	\$56.14	153	\$83.39	203	\$110.64	253	\$137.89	303	\$165.14
4	\$2.18	54	\$29.43	104	\$56.68	154	\$83.93	204	\$111.18	254	\$138.43	304	\$165.68
5	\$2.73	55	\$29.98	105	\$57.23	155	\$84.48	205	\$111.73	255	\$138.98	305	\$166.23
6	\$3.27	56	\$30.52	106	\$57.77	156	\$85.02	206	\$112.27	256	\$139.52	306	\$166.77
7	\$3.82	57	\$31.07	107	\$58.32	157	\$85.57	207	\$112.82	257	\$140.07	307	\$167.32
8	\$4.36	58	\$31.61	108	\$58.86	158	\$86.11	208	\$113.36	258	\$140.61	308	\$167.86
9	\$4.91	59	\$32.16	109	\$59.41	159	\$86.66	209	\$113.91	259	\$141.16	309	\$168.41
10	\$5.45	60	\$32.70	110	\$59.95	160	\$87.20	210	\$114.45	260	\$141.70	310	\$168.95
11	\$6.00	61	\$33.25	111	\$60.50	161	\$87.75	211	\$115.00	261	\$142.25	311	\$169.50
12	\$6.54	62	\$33.79	112	\$61.04	162	\$88.29	212	\$115.54	262	\$142.79	312	\$170.04
13	\$7.09	63	\$34.34	113	\$61.59	163	\$88.84	213	\$116.09	263	\$143.34	313	\$170.59
14	\$7.63	64	\$34.88	114	\$62.13	164	\$89.38	214	\$116.63	264	\$143.88	314	\$171.13
15	\$8.18	65	\$35.43	115	\$62.68	165	\$89.93	215	\$117.18	265	\$144.43	315	\$171.68
16	\$8.72	66	\$35.97	116	\$63.22	166	\$90.47	216	\$117.72	266	\$144.97	316	\$172.22
17	\$9.27	67	\$36.52	117	\$63.77	167	\$91.02	217	\$118.27	267	\$145.52	317	\$172.77
18	\$9.81	68	\$37.06	118	\$64.31	168	\$91.56	218	\$118.81	268	\$146.06	318	\$173.31
19	\$10.36	69	\$37.61	119	\$64.86	169	\$92.11	219	\$119.36	269	\$146.61	319	\$173.86
20	\$10.90	70	\$38.15	120	\$65.40	170	\$92.65	220	\$119.90	270	\$147.15	320	\$174.40
21	\$11.45	71	\$38.70	121	\$65.95	171	\$93.20	221	\$120.45	271	\$147.70	321	\$174.95
22	\$11.99	72	\$39.24	122	\$66.49	172	\$93.74	222	\$120.99	272	\$148.24	322	\$175.49
23	\$12.54	73	\$39.79	123	\$67.04	173	\$94.29	223	\$121.54	273	\$148.79	323	\$176.04
24	\$13.08	74	\$40.33	124	\$67.58	174	\$94.83	224	\$122.08	274	\$149.33	324	\$176.58
25	\$13.63	75	\$40.88	125	\$68.13	175	\$95.38	225	\$122.63	275	\$149.88	325	\$177.13
26	\$14.17	76	\$41.42	126	\$68.67	176	\$95.92	226	\$123.17	276	\$150.42	326	\$177.67
27	\$14.72	77	\$41.97	127	\$69.22	177	\$96.47	227	\$123.72	277	\$150.97	327	\$178.22
28	\$15.26	78	\$42.51	128	\$69.76	178	\$97.01	228	\$124.26	278	\$151.51	328	\$178.76
29	\$15.81	79	\$43.06	129	\$70.31	179	\$97.56	229	\$124.81	279	\$152.06	329	\$179.31
30	\$16.35	80	\$43.60	130	\$70.85	180	\$98.10	230	\$125.35	280	\$152.60	330	\$179.85
31	\$16.90	81	\$44.15	131	\$71.40	181	\$98.65	231	\$125.90	281	\$153.15	331	\$180.40
32	\$17.44	82	\$44.69	132	\$71.94	182	\$99.19	232	\$126.44	282	\$153.69	332	\$180.94
33	\$17.99	83	\$45.24	133	\$72.49	183	\$99.74	233	\$126.99	283	\$154.24	333	\$181.49
34	\$18.53	84	\$45.78	134	\$73.03	184	\$100.28	234	\$127.53	284	\$154.78	334	\$182.03
35	\$19.08	85	\$46.33	135	\$73.58	185	\$100.83	235	\$128.08	285	\$155.33	335	\$182.58
36	\$19.62	86	\$46.87	136	\$74.12	186	\$101.37	236	\$128.62	286	\$155.87	336	\$183.12
37	\$20.17	87	\$47.42	137	\$74.67	187	\$101.92	237	\$129.17	287	\$156.42	337	\$183.67
38	\$20.71	88	\$47.96	138	\$75.21	188	\$102.46	238	\$129.71	288	\$156.96	338	\$184.21
39	\$21.26	89	\$48.51	139	\$75.76	189	\$103.01	239	\$130.26	289	\$157.51	339	\$184.76
40	\$21.80	90	\$49.05	140	\$76.30	190	\$103.55	240	\$130.80	290	\$158.05	340	\$185.30
41	\$22.35	91	\$49.60	141	\$76.85	191	\$104.10	241	\$131.35	291	\$158.60	341	\$185.85
42	\$22.89	92	\$50.14	142	\$77.39	192	\$104.64	242	\$131.89	292	\$159.14	342	\$186.39
43	\$23.44	93	\$50.69	143	\$77.94	193	\$105.19	243	\$132.44	293	\$159.69	343	\$186.94
44	\$23.98	94	\$51.23	144	\$78.48	194	\$105.73	244	\$132.98	294	\$160.23	344	\$187.48
45	\$24.53	95	\$51.78	145	\$79.03	195	\$106.28	245	\$133.53	295	\$160.78	345	\$188.03
46	\$25.07	96	\$52.32	146	\$79.57	196	\$106.82	246	\$134.07	296	\$161.32	346	\$188.57
47	\$25.62	97	\$52.87	147	\$80.12	197	\$107.37	247	\$134.62	297	\$161.87	347	\$189.12
48	\$26.16	98	\$53.41	148	\$80.66	198	\$107.91	248	\$135.16	298	\$162.41	348	\$189.66
49	\$26.71	99	\$53.96	149	\$81.21	199	\$108.46	249	\$135.71	299	\$162.96	349	\$190.21
50	\$27.25	100	\$54.50	150	\$81.75	200	\$109.00	250	\$136.25	300	\$163.50	350	\$190.75