

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	(Date and Location of Meeting)							Total Each Line
	Sunday /	Monday /	Tuesday /	Wednesday /	Thursday /	Friday /	Saturday /	
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, 2019

Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.
1	\$0.58	51	\$29.58	101	\$58.58	151	\$87.58	201	\$116.58	251	\$145.58	301	\$174.58
2	\$1.16	52	\$30.16	102	\$59.16	152	\$88.16	202	\$117.16	252	\$146.16	302	\$175.16
3	\$1.74	53	\$30.74	103	\$59.74	153	\$88.74	203	\$117.74	253	\$146.74	303	\$175.74
4	\$2.32	54	\$31.32	104	\$60.32	154	\$89.32	204	\$118.32	254	\$147.32	304	\$176.32
5	\$2.90	55	\$31.90	105	\$60.90	155	\$89.90	205	\$118.90	255	\$147.90	305	\$176.90
6	\$3.48	56	\$32.48	106	\$61.48	156	\$90.48	206	\$119.48	256	\$148.48	306	\$177.48
7	\$4.06	57	\$33.06	107	\$62.06	157	\$91.06	207	\$120.06	257	\$149.06	307	\$178.06
8	\$4.64	58	\$33.64	108	\$62.64	158	\$91.64	208	\$120.64	258	\$149.64	308	\$178.64
9	\$5.22	59	\$34.22	109	\$63.22	159	\$92.22	209	\$121.22	259	\$150.22	309	\$179.22
10	\$5.80	60	\$34.80	110	\$63.80	160	\$92.80	210	\$121.80	260	\$150.80	310	\$179.80
11	\$6.38	61	\$35.38	111	\$64.38	161	\$93.38	211	\$122.38	261	\$151.38	311	\$180.38
12	\$6.96	62	\$35.96	112	\$64.96	162	\$93.96	212	\$122.96	262	\$151.96	312	\$180.96
13	\$7.54	63	\$36.54	113	\$65.54	163	\$94.54	213	\$123.54	263	\$152.54	313	\$181.54
14	\$8.12	64	\$37.12	114	\$66.12	164	\$95.12	214	\$124.12	264	\$153.12	314	\$182.12
15	\$8.70	65	\$37.70	115	\$66.70	165	\$95.70	215	\$124.70	265	\$153.70	315	\$182.70
16	\$9.28	66	\$38.28	116	\$67.28	166	\$96.28	216	\$125.28	266	\$154.28	316	\$183.28
17	\$9.86	67	\$38.86	117	\$67.86	167	\$96.86	217	\$125.86	267	\$154.86	317	\$183.86
18	\$10.44	68	\$39.44	118	\$68.44	168	\$97.44	218	\$126.44	268	\$155.44	318	\$184.44
19	\$11.02	69	\$40.02	119	\$69.02	169	\$98.02	219	\$127.02	269	\$156.02	319	\$185.02
20	\$11.60	70	\$40.60	120	\$69.60	170	\$98.60	220	\$127.60	270	\$156.60	320	\$185.60
21	\$12.18	71	\$41.18	121	\$70.18	171	\$99.18	221	\$128.18	271	\$157.18	321	\$186.18
22	\$12.76	72	\$41.76	122	\$70.76	172	\$99.76	222	\$128.76	272	\$157.76	322	\$186.76
23	\$13.34	73	\$42.34	123	\$71.34	173	\$100.34	223	\$129.34	273	\$158.34	323	\$187.34
24	\$13.92	74	\$42.92	124	\$71.92	174	\$100.92	224	\$129.92	274	\$158.92	324	\$187.92
25	\$14.50	75	\$43.50	125	\$72.50	175	\$101.50	225	\$130.50	275	\$159.50	325	\$188.50
26	\$15.08	76	\$44.08	126	\$73.08	176	\$102.08	226	\$131.08	276	\$160.08	326	\$189.08
27	\$15.66	77	\$44.66	127	\$73.66	177	\$102.66	227	\$131.66	277	\$160.66	327	\$189.66
28	\$16.24	78	\$45.24	128	\$74.24	178	\$103.24	228	\$132.24	278	\$161.24	328	\$190.24
29	\$16.82	79	\$45.82	129	\$74.82	179	\$103.82	229	\$132.82	279	\$161.82	329	\$190.82
30	\$17.40	80	\$46.40	130	\$75.40	180	\$104.40	230	\$133.40	280	\$162.40	330	\$191.40
31	\$17.98	81	\$46.98	131	\$75.98	181	\$104.98	231	\$133.98	281	\$162.98	331	\$191.98
32	\$18.56	82	\$47.56	132	\$76.56	182	\$105.56	232	\$134.56	282	\$163.56	332	\$192.56
33	\$19.14	83	\$48.14	133	\$77.14	183	\$106.14	233	\$135.14	283	\$164.14	333	\$193.14
34	\$19.72	84	\$48.72	134	\$77.72	184	\$106.72	234	\$135.72	284	\$164.72	334	\$193.72
35	\$20.30	85	\$49.30	135	\$78.30	185	\$107.30	235	\$136.30	285	\$165.30	335	\$194.30
36	\$20.88	86	\$49.88	136	\$78.88	186	\$107.88	236	\$136.88	286	\$165.88	336	\$194.88
37	\$21.46	87	\$50.46	137	\$79.46	187	\$108.46	237	\$137.46	287	\$166.46	337	\$195.46
38	\$22.04	88	\$51.04	138	\$80.04	188	\$109.04	238	\$138.04	288	\$167.04	338	\$196.04
39	\$22.62	89	\$51.62	139	\$80.62	189	\$109.62	239	\$138.62	289	\$167.62	339	\$196.62
40	\$23.20	90	\$52.20	140	\$81.20	190	\$110.20	240	\$139.20	290	\$168.20	340	\$197.20
41	\$23.78	91	\$52.78	141	\$81.78	191	\$110.78	241	\$139.78	291	\$168.78	341	\$197.78
42	\$24.36	92	\$53.36	142	\$82.36	192	\$111.36	242	\$140.36	292	\$169.36	342	\$198.36
43	\$24.94	93	\$53.94	143	\$82.94	193	\$111.94	243	\$140.94	293	\$169.94	343	\$198.94
44	\$25.52	94	\$54.52	144	\$83.52	194	\$112.52	244	\$141.52	294	\$170.52	344	\$199.52
45	\$26.10	95	\$55.10	145	\$84.10	195	\$113.10	245	\$142.10	295	\$171.10	345	\$200.10
46	\$26.68	96	\$55.68	146	\$84.68	196	\$113.68	246	\$142.68	296	\$171.68	346	\$200.68
47	\$27.26	97	\$56.26	147	\$85.26	197	\$114.26	247	\$143.26	297	\$172.26	347	\$201.26
48	\$27.84	98	\$56.84	148	\$85.84	198	\$114.84	248	\$143.84	298	\$172.84	348	\$201.84
49	\$28.42	99	\$57.42	149	\$86.42	199	\$115.42	249	\$144.42	299	\$173.42	349	\$202.42
50	\$29.00	100	\$58.00	150	\$87.00	200	\$116.00	250	\$145.00	300	\$174.00	350	\$203.00