

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 July 1, 2022

Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.
1	\$0.63	51	\$31.88	101	\$63.13	151	\$94.38	201	\$125.63	251	\$156.88	301	\$188.13
2	\$1.25	52	\$32.50	102	\$63.75	152	\$95.00	202	\$126.25	252	\$157.50	302	\$188.75
3	\$1.88	53	\$33.13	103	\$64.38	153	\$95.63	203	\$126.88	253	\$158.13	303	\$189.38
4	\$2.50	54	\$33.75	104	\$65.00	154	\$96.25	204	\$127.50	254	\$158.75	304	\$190.00
5	\$3.13	55	\$34.38	105	\$65.63	155	\$96.88	205	\$128.13	255	\$159.38	305	\$190.63
6	\$3.75	56	\$35.00	106	\$66.25	156	\$97.50	206	\$128.75	256	\$160.00	306	\$191.25
7	\$4.38	57	\$35.63	107	\$66.88	157	\$98.13	207	\$129.38	257	\$160.63	307	\$191.88
8	\$5.00	58	\$36.25	108	\$67.50	158	\$98.75	208	\$130.00	258	\$161.25	308	\$192.50
9	\$5.63	59	\$36.88	109	\$68.13	159	\$99.38	209	\$130.63	259	\$161.88	309	\$193.13
10	\$6.25	60	\$37.50	110	\$68.75	160	\$100.00	210	\$131.25	260	\$162.50	310	\$193.75
11	\$6.88	61	\$38.13	111	\$69.38	161	\$100.63	211	\$131.88	261	\$163.13	311	\$194.38
12	\$7.50	62	\$38.75	112	\$70.00	162	\$101.25	212	\$132.50	262	\$163.75	312	\$195.00
13	\$8.13	63	\$39.38	113	\$70.63	163	\$101.88	213	\$133.13	263	\$164.38	313	\$195.63
14	\$8.75	64	\$40.00	114	\$71.25	164	\$102.50	214	\$133.75	264	\$165.00	314	\$196.25
15	\$9.38	65	\$40.63	115	\$71.88	165	\$103.13	215	\$134.38	265	\$165.63	315	\$196.88
16	\$10.00	66	\$41.25	116	\$72.50	166	\$103.75	216	\$135.00	266	\$166.25	316	\$197.50
17	\$10.63	67	\$41.88	117	\$73.13	167	\$104.38	217	\$135.63	267	\$166.88	317	\$198.13
18	\$11.25	68	\$42.50	118	\$73.75	168	\$105.00	218	\$136.25	268	\$167.50	318	\$198.75
19	\$11.88	69	\$43.13	119	\$74.38	169	\$105.63	219	\$136.88	269	\$168.13	319	\$199.38
20	\$12.50	70	\$43.75	120	\$75.00	170	\$106.25	220	\$137.50	270	\$168.75	320	\$200.00
21	\$13.13	71	\$44.38	121	\$75.63	171	\$106.88	221	\$138.13	271	\$169.38	321	\$200.63
22	\$13.75	72	\$45.00	122	\$76.25	172	\$107.50	222	\$138.75	272	\$170.00	322	\$201.25
23	\$14.38	73	\$45.63	123	\$76.88	173	\$108.13	223	\$139.38	273	\$170.63	323	\$201.88
24	\$15.00	74	\$46.25	124	\$77.50	174	\$108.75	224	\$140.00	274	\$171.25	324	\$202.50
25	\$15.63	75	\$46.88	125	\$78.13	175	\$109.38	225	\$140.63	275	\$171.88	325	\$203.13
26	\$16.25	76	\$47.50	126	\$78.75	176	\$110.00	226	\$141.25	276	\$172.50	326	\$203.75
27	\$16.88	77	\$48.13	127	\$79.38	177	\$110.63	227	\$141.88	277	\$173.13	327	\$204.38
28	\$17.50	78	\$48.75	128	\$80.00	178	\$111.25	228	\$142.50	278	\$173.75	328	\$205.00
29	\$18.13	79	\$49.38	129	\$80.63	179	\$111.88	229	\$143.13	279	\$174.38	329	\$205.63
30	\$18.75	80	\$50.00	130	\$81.25	180	\$112.50	230	\$143.75	280	\$175.00	330	\$206.25
31	\$19.38	81	\$50.63	131	\$81.88	181	\$113.13	231	\$144.38	281	\$175.63	331	\$206.88
32	\$20.00	82	\$51.25	132	\$82.50	182	\$113.75	232	\$145.00	282	\$176.25	332	\$207.50
33	\$20.63	83	\$51.88	133	\$83.13	183	\$114.38	233	\$145.63	283	\$176.88	333	\$208.13
34	\$21.25	84	\$52.50	134	\$83.75	184	\$115.00	234	\$146.25	284	\$177.50	334	\$208.75
35	\$21.88	85	\$53.13	135	\$84.38	185	\$115.63	235	\$146.88	285	\$178.13	335	\$209.38
36	\$22.50	86	\$53.75	136	\$85.00	186	\$116.25	236	\$147.50	286	\$178.75	336	\$210.00
37	\$23.13	87	\$54.38	137	\$85.63	187	\$116.88	237	\$148.13	287	\$179.38	337	\$210.63
38	\$23.75	88	\$55.00	138	\$86.25	188	\$117.50	238	\$148.75	288	\$180.00	338	\$211.25
39	\$24.38	89	\$55.63	139	\$86.88	189	\$118.13	239	\$149.38	289	\$180.63	339	\$211.88
40	\$25.00	90	\$56.25	140	\$87.50	190	\$118.75	240	\$150.00	290	\$181.25	340	\$212.50
41	\$25.63	91	\$56.88	141	\$88.13	191	\$119.38	241	\$150.63	291	\$181.88	341	\$213.13
42	\$26.25	92	\$57.50	142	\$88.75	192	\$120.00	242	\$151.25	292	\$182.50	342	\$213.75
43	\$26.88	93	\$58.13	143	\$89.38	193	\$120.63	243	\$151.88	293	\$183.13	343	\$214.38
44	\$27.50	94	\$58.75	144	\$90.00	194	\$121.25	244	\$152.50	294	\$183.75	344	\$215.00
45	\$28.13	95	\$59.38	145	\$90.63	195	\$121.88	245	\$153.13	295	\$184.38	345	\$215.63
46	\$28.75	96	\$60.00	146	\$91.25	196	\$122.50	246	\$153.75	296	\$185.00	346	\$216.25
47	\$29.38	97	\$60.63	147	\$91.88	197	\$123.13	247	\$154.38	297	\$185.63	347	\$216.88
48	\$30.00	98	\$61.25	148	\$92.50	198	\$123.75	248	\$155.00	298	\$186.25	348	\$217.50
49	\$30.63	99	\$61.88	149	\$93.13	199	\$124.38	249	\$155.63	299	\$186.88	349	\$218.13
50	\$31.25	100	\$62.50	150	\$93.75	200	\$125.00	250	\$156.25	300	\$187.50	350	\$218.75