

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, 2023

Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.
1	\$0.66	51	\$33.41	101	\$66.16	151	\$98.91	201	\$131.66	251	\$164.41	301	\$197.16
2	\$1.31	52	\$34.06	102	\$66.81	152	\$99.56	202	\$132.31	252	\$165.06	302	\$197.81
3	\$1.97	53	\$34.72	103	\$67.47	153	\$100.22	203	\$132.97	253	\$165.72	303	\$198.47
4	\$2.62	54	\$35.37	104	\$68.12	154	\$100.87	204	\$133.62	254	\$166.37	304	\$199.12
5	\$3.28	55	\$36.03	105	\$68.78	155	\$101.53	205	\$134.28	255	\$167.03	305	\$199.78
6	\$3.93	56	\$36.68	106	\$69.43	156	\$102.18	206	\$134.93	256	\$167.68	306	\$200.43
7	\$4.59	57	\$37.34	107	\$70.09	157	\$102.84	207	\$135.59	257	\$168.34	307	\$201.09
8	\$5.24	58	\$37.99	108	\$70.74	158	\$103.49	208	\$136.24	258	\$168.99	308	\$201.74
9	\$5.90	59	\$38.65	109	\$71.40	159	\$104.15	209	\$136.90	259	\$169.65	309	\$202.40
10	\$6.55	60	\$39.30	110	\$72.05	160	\$104.80	210	\$137.55	260	\$170.30	310	\$203.05
11	\$7.21	61	\$39.96	111	\$72.71	161	\$105.46	211	\$138.21	261	\$170.96	311	\$203.71
12	\$7.86	62	\$40.61	112	\$73.36	162	\$106.11	212	\$138.86	262	\$171.61	312	\$204.36
13	\$8.52	63	\$41.27	113	\$74.02	163	\$106.77	213	\$139.52	263	\$172.27	313	\$205.02
14	\$9.17	64	\$41.92	114	\$74.67	164	\$107.42	214	\$140.17	264	\$172.92	314	\$205.67
15	\$9.83	65	\$42.58	115	\$75.33	165	\$108.08	215	\$140.83	265	\$173.58	315	\$206.33
16	\$10.48	66	\$43.23	116	\$75.98	166	\$108.73	216	\$141.48	266	\$174.23	316	\$206.98
17	\$11.14	67	\$43.89	117	\$76.64	167	\$109.39	217	\$142.14	267	\$174.89	317	\$207.64
18	\$11.79	68	\$44.54	118	\$77.29	168	\$110.04	218	\$142.79	268	\$175.54	318	\$208.29
19	\$12.45	69	\$45.20	119	\$77.95	169	\$110.70	219	\$143.45	269	\$176.20	319	\$208.95
20	\$13.10	70	\$45.85	120	\$78.60	170	\$111.35	220	\$144.10	270	\$176.85	320	\$209.60
21	\$13.76	71	\$46.51	121	\$79.26	171	\$112.01	221	\$144.76	271	\$177.51	321	\$210.26
22	\$14.41	72	\$47.16	122	\$79.91	172	\$112.66	222	\$145.41	272	\$178.16	322	\$210.91
23	\$15.07	73	\$47.82	123	\$80.57	173	\$113.32	223	\$146.07	273	\$178.82	323	\$211.57
24	\$15.72	74	\$48.47	124	\$81.22	174	\$113.97	224	\$146.72	274	\$179.47	324	\$212.22
25	\$16.38	75	\$49.13	125	\$81.88	175	\$114.63	225	\$147.38	275	\$180.13	325	\$212.88
26	\$17.03	76	\$49.78	126	\$82.53	176	\$115.28	226	\$148.03	276	\$180.78	326	\$213.53
27	\$17.69	77	\$50.44	127	\$83.19	177	\$115.94	227	\$148.69	277	\$181.44	327	\$214.19
28	\$18.34	78	\$51.09	128	\$83.84	178	\$116.59	228	\$149.34	278	\$182.09	328	\$214.84
29	\$19.00	79	\$51.75	129	\$84.50	179	\$117.25	229	\$150.00	279	\$182.75	329	\$215.50
30	\$19.65	80	\$52.40	130	\$85.15	180	\$117.90	230	\$150.65	280	\$183.40	330	\$216.15
31	\$20.31	81	\$53.06	131	\$85.81	181	\$118.56	231	\$151.31	281	\$184.06	331	\$216.81
32	\$20.96	82	\$53.71	132	\$86.46	182	\$119.21	232	\$151.96	282	\$184.71	332	\$217.46
33	\$21.62	83	\$54.37	133	\$87.12	183	\$119.87	233	\$152.62	283	\$185.37	333	\$218.12
34	\$22.27	84	\$55.02	134	\$87.77	184	\$120.52	234	\$153.27	284	\$186.02	334	\$218.77
35	\$22.93	85	\$55.68	135	\$88.43	185	\$121.18	235	\$153.93	285	\$186.68	335	\$219.43
36	\$23.58	86	\$56.33	136	\$89.08	186	\$121.83	236	\$154.58	286	\$187.33	336	\$220.08
37	\$24.24	87	\$56.99	137	\$89.74	187	\$122.49	237	\$155.24	287	\$187.99	337	\$220.74
38	\$24.89	88	\$57.64	138	\$90.39	188	\$123.14	238	\$155.89	288	\$188.64	338	\$221.39
39	\$25.55	89	\$58.30	139	\$91.05	189	\$123.80	239	\$156.55	289	\$189.30	339	\$222.05
40	\$26.20	90	\$58.95	140	\$91.70	190	\$124.45	240	\$157.20	290	\$189.95	340	\$222.70
41	\$26.86	91	\$59.61	141	\$92.36	191	\$125.11	241	\$157.86	291	\$190.61	341	\$223.36
42	\$27.51	92	\$60.26	142	\$93.01	192	\$125.76	242	\$158.51	292	\$191.26	342	\$224.01
43	\$28.17	93	\$60.92	143	\$93.67	193	\$126.42	243	\$159.17	293	\$191.92	343	\$224.67
44	\$28.82	94	\$61.57	144	\$94.32	194	\$127.07	244	\$159.82	294	\$192.57	344	\$225.32
45	\$29.48	95	\$62.23	145	\$94.98	195	\$127.73	245	\$160.48	295	\$193.23	345	\$225.98
46	\$30.13	96	\$62.88	146	\$95.63	196	\$128.38	246	\$161.13	296	\$193.88	346	\$226.63
47	\$30.79	97	\$63.54	147	\$96.29	197	\$129.04	247	\$161.79	297	\$194.54	347	\$227.29
48	\$31.44	98	\$64.19	148	\$96.94	198	\$129.69	248	\$162.44	298	\$195.19	348	\$227.94
49	\$32.10	99	\$64.85	149	\$97.60	199	\$130.35	249	\$163.10	299	\$195.85	349	\$228.60
50	\$32.75	100	\$65.50	150	\$98.25	200	\$131.00	250	\$163.75	300	\$196.50	350	\$229.25