

Member Expense Statement

Name _____ Signature _____

Make Check Payable to _____

Mailing Address _____

Expenses for Materials, Supplies, Miscellaneous

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

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

Authorized by: _____ Date: _____

Expenses for Travel/Meetings

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

Date	Sun. /	Mon. /	Tues, /	Weds. /	Thurs. /	Fri. /	Sat. /	Total Each Line
Breakfast **								
Lunch **								
Dinner **								
Lodging								
Shuttle								
Airfare								
Mileage								
Parking								
Portage								
Sub-Total								Total Due
# of miles								

***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. Documentation for mileage needs to be attached.

Materials subtotal	
Travel subtotal	
TOTAL	

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

Authorized by: _____ Date: _____

Mileage Calculation Chart - as of January 1, 2020

Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.	Miles	Reimburs.
1	\$0.58	51	\$29.33	101	\$58.08	151	\$86.83	201	\$115.58	251	\$144.33	301	\$173.08
2	\$1.15	52	\$29.90	102	\$58.65	152	\$87.40	202	\$116.15	252	\$144.90	302	\$173.65
3	\$1.73	53	\$30.48	103	\$59.23	153	\$87.98	203	\$116.73	253	\$145.48	303	\$174.23
4	\$2.30	54	\$31.05	104	\$59.80	154	\$88.55	204	\$117.30	254	\$146.05	304	\$174.80
5	\$2.88	55	\$31.63	105	\$60.38	155	\$89.13	205	\$117.88	255	\$146.63	305	\$175.38
6	\$3.45	56	\$32.20	106	\$60.95	156	\$89.70	206	\$118.45	256	\$147.20	306	\$175.95
7	\$4.03	57	\$32.78	107	\$61.53	157	\$90.28	207	\$119.03	257	\$147.78	307	\$176.53
8	\$4.60	58	\$33.35	108	\$62.10	158	\$90.85	208	\$119.60	258	\$148.35	308	\$177.10
9	\$5.18	59	\$33.93	109	\$62.68	159	\$91.43	209	\$120.18	259	\$148.93	309	\$177.68
10	\$5.75	60	\$34.50	110	\$63.25	160	\$92.00	210	\$120.75	260	\$149.50	310	\$178.25
11	\$6.33	61	\$35.08	111	\$63.83	161	\$92.58	211	\$121.33	261	\$150.08	311	\$178.83
12	\$6.90	62	\$35.65	112	\$64.40	162	\$93.15	212	\$121.90	262	\$150.65	312	\$179.40
13	\$7.48	63	\$36.23	113	\$64.98	163	\$93.73	213	\$122.48	263	\$151.23	313	\$179.98
14	\$8.05	64	\$36.80	114	\$65.55	164	\$94.30	214	\$123.05	264	\$151.80	314	\$180.55
15	\$8.63	65	\$37.38	115	\$66.13	165	\$94.88	215	\$123.63	265	\$152.38	315	\$181.13
16	\$9.20	66	\$37.95	116	\$66.70	166	\$95.45	216	\$124.20	266	\$152.95	316	\$181.70
17	\$9.78	67	\$38.53	117	\$67.28	167	\$96.03	217	\$124.78	267	\$153.53	317	\$182.28
18	\$10.35	68	\$39.10	118	\$67.85	168	\$96.60	218	\$125.35	268	\$154.10	318	\$182.85
19	\$10.93	69	\$39.68	119	\$68.43	169	\$97.18	219	\$125.93	269	\$154.68	319	\$183.43
20	\$11.50	70	\$40.25	120	\$69.00	170	\$97.75	220	\$126.50	270	\$155.25	320	\$184.00
21	\$12.08	71	\$40.83	121	\$69.58	171	\$98.33	221	\$127.08	271	\$155.83	321	\$184.58
22	\$12.65	72	\$41.40	122	\$70.15	172	\$98.90	222	\$127.65	272	\$156.40	322	\$185.15
23	\$13.23	73	\$41.98	123	\$70.73	173	\$99.48	223	\$128.23	273	\$156.98	323	\$185.73
24	\$13.80	74	\$42.55	124	\$71.30	174	\$100.05	224	\$128.80	274	\$157.55	324	\$186.30
25	\$14.38	75	\$43.13	125	\$71.88	175	\$100.63	225	\$129.38	275	\$158.13	325	\$186.88
26	\$14.95	76	\$43.70	126	\$72.45	176	\$101.20	226	\$129.95	276	\$158.70	326	\$187.45
27	\$15.53	77	\$44.28	127	\$73.03	177	\$101.78	227	\$130.53	277	\$159.28	327	\$188.03
28	\$16.10	78	\$44.85	128	\$73.60	178	\$102.35	228	\$131.10	278	\$159.85	328	\$188.60
29	\$16.68	79	\$45.43	129	\$74.18	179	\$102.93	229	\$131.68	279	\$160.43	329	\$189.18
30	\$17.25	80	\$46.00	130	\$74.75	180	\$103.50	230	\$132.25	280	\$161.00	330	\$189.75
31	\$17.83	81	\$46.58	131	\$75.33	181	\$104.08	231	\$132.83	281	\$161.58	331	\$190.33
32	\$18.40	82	\$47.15	132	\$75.90	182	\$104.65	232	\$133.40	282	\$162.15	332	\$190.90
33	\$18.98	83	\$47.73	133	\$76.48	183	\$105.23	233	\$133.98	283	\$162.73	333	\$191.48
34	\$19.55	84	\$48.30	134	\$77.05	184	\$105.80	234	\$134.55	284	\$163.30	334	\$192.05
35	\$20.13	85	\$48.88	135	\$77.63	185	\$106.38	235	\$135.13	285	\$163.88	335	\$192.63
36	\$20.70	86	\$49.45	136	\$78.20	186	\$106.95	236	\$135.70	286	\$164.45	336	\$193.20
37	\$21.28	87	\$50.03	137	\$78.78	187	\$107.53	237	\$136.28	287	\$165.03	337	\$193.78
38	\$21.85	88	\$50.60	138	\$79.35	188	\$108.10	238	\$136.85	288	\$165.60	338	\$194.35
39	\$22.43	89	\$51.18	139	\$79.93	189	\$108.68	239	\$137.43	289	\$166.18	339	\$194.93
40	\$23.00	90	\$51.75	140	\$80.50	190	\$109.25	240	\$138.00	290	\$166.75	340	\$195.50
41	\$23.58	91	\$52.33	141	\$81.08	191	\$109.83	241	\$138.58	291	\$167.33	341	\$196.08
42	\$24.15	92	\$52.90	142	\$81.65	192	\$110.40	242	\$139.15	292	\$167.90	342	\$196.65
43	\$24.73	93	\$53.48	143	\$82.23	193	\$110.98	243	\$139.73	293	\$168.48	343	\$197.23
44	\$25.30	94	\$54.05	144	\$82.80	194	\$111.55	244	\$140.30	294	\$169.05	344	\$197.80
45	\$25.88	95	\$54.63	145	\$83.38	195	\$112.13	245	\$140.88	295	\$169.63	345	\$198.38
46	\$26.45	96	\$55.20	146	\$83.95	196	\$112.70	246	\$141.45	296	\$170.20	346	\$198.95
47	\$27.03	97	\$55.78	147	\$84.53	197	\$113.28	247	\$142.03	297	\$170.78	347	\$199.53
48	\$27.60	98	\$56.35	148	\$85.10	198	\$113.85	248	\$142.60	298	\$171.35	348	\$200.10
49	\$28.18	99	\$56.93	149	\$85.68	199	\$114.43	249	\$143.18	299	\$171.93	349	\$200.68
50	\$28.75	100	\$57.50	150	\$86.25	200	\$115.00	250	\$143.75	300	\$172.50	350	\$201.25