

CUE Reimbursement Request for (STATEWIDE) EXECUTIVE BOARD Meeting Expenses*

PLEASE READ: Receipts must be taped to an 8 1/2 x 11 sheet of paper. Staple receipted page to this form. Incomplete expense forms will be returned to sender for completion.

PLEASE KEEP A COPY OF THIS FORM AND ALL RECEIPTS FOR YOUR RECORDS.

*** PLEASE DO NOT USE THIS FORM FOR LOST TIME PAY -**
(contact the Statewide Office to request the correct forms for LOST TIME pay)

Make Check Payable To: (Please print neatly)

Name Joe Example Daytime phone (816) 555-1234

Mailing Address 1010 Main Street CAMPUS UC Merced

City Hometown State CA Zip 99999

PLEASE NOTE:

Private car mileage reimbursed at 44.5 cents per mile includes gas. Please list mileage, start to finish
(car mileage expenses will NOT be reimbursed without mileage listing).
Maximum meal allowance: \$15.00 breakfast - \$20.00 lunch - \$30.00 dinner

DATE 9/16-17/06 EVENT EBoard Meeting LOCATION UC Merced

Please itemize all expenses:

Reason for expense, and description of type of expense
(include names of guests if hosting a meal). For travel,
name or description of event you attended .

	Date of expense	Amount to be reimbursed
<u>Mileage Start-506,458 / End-506,523 (65 miles)</u>	<u>9/16/06</u>	<u>\$28.93</u>
<u>Lunch</u>	<u>9/16/06</u>	<u>\$17.07</u>
<u>Dinner (with Carol Coworker)</u>	<u>9/16/06</u>	<u>\$45.00</u>
<u>Mileage Start-506,562 / End-506,627 (65 miles)</u>	<u>9/17/06</u>	<u>\$28.93</u>

Total Amount to be reimbursed: \$ 119.93

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I certify that the above is a true statement, that the expenses claimed were incurred by me on official CUE business, and that I have attached original receipts for each expense.

Signature Signature Date 10/12/06

Return completed form to: **Bookkeeper**
CUE
2855 Telegraph Ave., Suite 302
Berkeley, CA 94705

EATS
201 Main St
Merced, CA
9/16/06 12:02pm
BLT 9.00
Fries 3.07
Drink 2.50
Tax 1.50
Total \$16.07
Tip 1.00

FINE EATS
20 S. Broadway
Merced, CA
9/16/06 6:00pm
Steak \$18.00
Shrimp \$17.00
Drinks \$ 5.00
Sub Total \$40.00
Tip \$ 5.00
Total \$45.00