

CUE Reimbursement Request for Bargaining 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 & 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 Bennie Bargainer 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 8/19-21/06 EVENT Bargaining LOCATION UC Hollywood

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.

| 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 8,320/ End 8,350 (30 miles)</u> | <u>8/19-21/06</u> | <u>\$13.35</u> |
| <u>Lunch</u> | <u>8/19/06</u> | <u>\$17.25</u> |
| <u>DSL-Internet Connection</u> | <u>8/20/06</u> | <u>\$10.00</u> |
| <u>Dinner (with Carol Coworker)</u> | <u>8/20/06</u> | <u>\$35.00</u> |
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Total Amount to be reimbursed: \$ 75.60

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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 8/22/06

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

EATS
201 Main St
Hollywood, CA

8/19/06 12:02pm

| | |
|-------|-------------|
| BLT | 9.00 |
| Fries | 3.25 |
| Drink | 2.50 |
| Tax | <u>1.50</u> |
| Total | \$16.25 |

Tip 1.00

KINKOS

| | |
|--------------|----------------|
| DSL-Internet | \$9.00 |
| Tax | \$1.00 |
| Total | \$10.00 |

8/20/06

FINE EATS
20 S. Broadway
Hollywood, CA

8/20/06 6:00pm

| | |
|------------------|----------------|
| Steak | \$13.00 |
| Shrimp | \$12.00 |
| Drinks | \$ 5.00 |
| Sub Total | \$30.00 |
| Tip | \$ 5.00 |
| Total | \$35.00 |