

CUE Reimbursement Request for **Miscellaneous STATEWIDE 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)

This form is to request reimbursement for:

- Statewide training or workshops
- Expenses from conferences (e.g., CIPELC) paid by Statewide
- and any other Statewide expense that is not Bargaining or Eboard related

Make Check Payable To: (Please print neatly)

Name Betty 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 8/19-21/06 EVENT Policy Committee Meeting Location Hollywood

Name or description of event you attended:

Reason for expense: description of type of expense (include names of guests if hosting a meal).

	Date of expense	Amount to be reimbursed
<u>Mileage Start 24,538/ End 24,568 (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>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>

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