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_____ Daytime phone (_____) _____

Mailing Address_____ **CAMPUS**_____

City_____ State_____ Zip_____

PLEASE NOTE: **Private car mileage reimbursed at 55 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_____**EVENT**__**EBoard Meeting**_____**LOCATION**_____

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**

Total Amount to be reimbursed: $_____

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

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_____**Date**_____

Return completed form to:

Bookkeeper
CUE
2855 Telegraph Ave., Suite 302
Berkeley, CA 94705

Rev 01/09