

CEA TRAVEL AND EXPENSE REIMBURSEMENT FORM

Name

Event

Address

Date

DATE	LOCATION/DESCRIPTION	NO. OF MILES	MILEAGE RATE	TOTAL MILEAGE	TRAVEL	HOTEL	MEALS	OTHER*	TIPS	Daily Total
			0.575							
			0.575							
			0.575							
			0.575							
			0.575							
			0.575							
			0.575							
			0.575							
			0.575							
			0.575							
SUB-TOTAL EXPENDITURES										
LESS ADVANCE										
TOTAL										

Member's Signature

President's Signature

Treasurer's Signature

* Other includes miscellaneous expenses for which a receipt was not provided; every effort should be made to have a receipt for all expenses. If a receipt is lost, a credit card or debit card statement may be substituted. If no statement is available, a description of the item may be written and attached to substantiate the request for reimbursement. A cost of the item must be included in the description.

This form should be completed and submitted with receipts within 10 days following the event. This form should be given to the Office Manager.