



MAPE EXPENSE + LOST TIME FORM - Committee 2018

Name _____ Work e-mail _____
 Street Address _____
 City, State, Zip Code _____
 Day time Phone (incl area code) _____ Rate of Pay:

Board of Directors Expenses													
Date	Committee	Location	Meeting Time	Business Miles/Exp	Lodging	*Food/Bev./Meals	Parking	Misc	Type of Leave Vac or UL	Lost Hours	Travel Hours	MSRS Y/N	Gross Pay (Hours * Pay Rate)
			Start time/End time										
	BOD	MAPE											\$ -
	BOD	MAPE											\$ -
	BOD	MAPE											\$ -
Total Business Miles =				-									
Fed Mileage Rate =				\$ 0.545									
Expense Type:				\$ -	\$0.00	\$0.00	\$0.00	\$0.00					\$ -

Other Committee Expenses													
Date	Committee	Location	Meeting Time	Business Miles/Exp	Lodging	*Food/Bev./Meals	Parking	Misc	Type of Leave Vac or UL	Lost Hours	Travel Hours	MSRS Y/N	Gross Pay (Hours * Pay Rate)
			Start time/End time										
		MAPE											\$ -
		MAPE											\$ -
		MAPE											\$ -
Total Business Miles =				-									
Fed mileage Rate =				\$ 0.545									
Totals by Expense Type:				\$ -	\$0.00	\$0.00	\$0.00	\$0.00					\$ -

Other Committee Expenses													
Date	Committee	Location	Meeting Time	Business Miles/Exp	Lodging	*Food/Bev./Meals	Parking	Misc	Type of Leave Vac or UL	Lost Hours	Travel Hours	MSRS Y/N	Gross Pay (Hours * Pay Rate)
			Start time/End time										
		MAPE											\$ -
		MAPE											\$ -
		MAPE											\$ -
Total Business Miles =				-									
Fed mileage Rate =				\$ 0.545									
Totals by Expense Type:				\$ -	\$0.00	\$0.00	\$0.00	\$0.00					\$ -

Board of Directors Expenses				Other Committee Expenses				Other Committee Expenses			
Mileage	01-58950-3300-	-	\$ -	Mileage	01-58950-5300	-	\$ -	Mileage	01-58950-	-	\$0.00
Lodging	01-58920-3300-	-	\$ -	Lodging	01-58920-5300-	-	\$ -	Lodging	01-58950-	-	\$0.00
Food/Bev	01-58970-3300-	-	\$ -	Food/Bev	01-58970-5300-	-	\$ -	Food/Bev	01-58950-	-	\$0.00
Parking	01-58955-3300-	-	\$ -	Parking	01-58955-5300-	-	\$ -	Parking	01-58950-	-	\$0.00
Misc	01-3300-	-	\$ -	Misc	01-5300-	-	\$ -	Misc	01-58950-	-	\$0.00
Other	01-3300-	-	\$ -	Other	01-5300-	-	\$ -	Other	01-58950-	-	\$0.00
Total			\$ -	Total			\$ -	Total			\$ -

Total Expenses this Form \$ _____

Total Lost Time this Form \$ _____

Requester's Signature: _____ Date: _____
 Committee Chair/ Statewide officer Signature: _____ Date: _____
 Statewide Treasurer Signature: _____ Date: _____

Instructions
 Enter data in white space only.
 Grayed out areas will calculate automatically.
 Insert rows if additional space is needed.
 Fill out electronically, print, sign and submit.
*** Food/Beverage Guidelines: B-\$9, L-\$11, D-\$16**
 For group meals, list names of all attendees.
 \$.05 bonus per mile or each member/fee payer driven (must list names)

OFFICE USE ONLY	
Dept. Code	_____
Check #	_____
Date Paid	_____
Amount	\$ _____

Revision Date: 1/11/2018