

## COMMITTEE EXPENSE REPORT 2026

**ALL RECEIPTS MUST BE ATTACHED TO BE COMPENSATED & MUST HAVE APPROVAL OF COMMITTEE CHAIR**

Name	01-59000-_____ Other/Misc. Expense	\$ _____																
Street Address	01-55100-_____ Membership Awards and Prizes	\$ _____																
City, State, Zip Code	01-58920-_____ Lodging (Please check if direct bill)_____	\$ _____																
Daytime Phone (including area code)	01-58970-_____ Food/Beverage	\$ _____																
Date of Meeting	(Guidelines: B \$23, L \$26, D \$38)	01-58905-_____ \$ _____																
Place of Meeting	<table border="1" style="margin: auto;"> <thead> <tr> <th style="padding: 5px;">Dates</th> <th style="padding: 5px;">B</th> <th style="padding: 5px;">L</th> <th style="padding: 5px;">D</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Dates	B	L	D													
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Start and End Time of Meeting	Name others for whom YOU purchased meals and attach receipt _____																	
Committee Name	01-58950-_____ Auto Mileage: _____ miles x \$.725 /mile \$ _____ -																	
	Bonus: \$ .05/mile per member/fairshare passenger List name(s) _____ Any amounts over the IRS rate are subject to withholding.																	
		58900-_____ \$ _____																
	01-58955-_____ Travel/Taxi/Phone/Parking/etc.	\$ _____																
	<b>TOTAL AMOUNT</b>	<b>\$ _____ -</b>																

I hereby certify that this is a correct statement of my expenses as claimed.  
**All expenses are subject to audit and verification can be requested.**

Requester's Signature \_\_\_\_\_

Date \_\_\_\_\_

Work e-mail address \_\_\_\_\_

Home e-mail \_\_\_\_\_

Approval: \_\_\_\_\_  
 Committee Chair/Statewide Officer

\_\_\_\_\_ Statewide Treasurer

**Back of Expense Report:**

If in travel status before 6:00 a.m. the day of the meeting, then hotel room and dinner the previous day is allowed.

If in travel status before 7:00 a.m., then reimbursement for breakfast is allowed.

If in a MAPE meeting or in travel or lost time status anytime during 11:00 a.m. to 1:00 p.m., then reimbursement for lunch is allowed.

If in travel status after 6:00 p.m. the day of the meeting, then reimbursement for dinner is allowed.

If in travel status after 7:00 p.m. the day of the meeting, then reimbursement for dinner, room and breakfast the next day if you choose to stay overnight is allowed.

Individual meal reimbursement amounts are \$23 for Breakfast, \$26 for Lunch and \$38 for Dinner.

See the Reimbursement policy at <https://mape.org/resources/mape-documents/mape-policies> for more information on claiming expenses.