

COMMITTEE EXPENSE REPORT 2024

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 \$ _____ (Guidelines: B \$18, L \$20, D \$36 until Sept 30) (Guidelines: B \$23, L \$26, D \$38 starting Oct 1) 01-58905-_____ \$ _____																
Date of Meeting	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width:25%;">Dates</th> <th style="width:25%;">B</th> <th style="width:25%;">L</th> <th style="width:25%;">D</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Name others for whom YOU purchased meals and attach receipt _____</p>	Dates	B	L	D												
Dates	B	L	D														
Place of Meeting	01-58950-_____ Auto Mileage: _____ miles x \$.67/mile \$ _____ -																
Start and End Time of Meeting	Bonus: \$.05/mile per member/fairshare passenger List name(s) _____ Any amounts over the IRS rate are subject to withholding.																
Committee Name	58900-_____ \$ _____																
	01-58955-_____ Travel/Taxi/Phone/Parking/etc. \$ _____																
	TOTAL AMOUNT \$ _____ -																

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

Revised 10-1-2024

(Over)

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 \$18 for Breakfast, \$20 for Lunch and \$36 for Dinner from January 1 through September 30 then go up to \$23 for Breakfast, \$26 for Lunch and \$38 for Dinner starting on October 1st.

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