



576 Commerce Court
 Manteca, CA 95336
 (209)629-6206

Travel Expense Statement Date _____

Name _____ School _____

Home Address _____ City _____

Conference / Meeting & Location _____

Attach a mapquest print out of mileage to be reimbursed. All receipts must be attached. A charge will not be approved for reimbursement if there are no receipts for it. That means, it will come out of YOUR pocket!

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Each
Date								
Lodging								
Airfare								
Shuttle/Taxi								
Parking								
Miles Driven								
Breakfast								
Lunch								
Dinner								
Gratuities								
Auto Mileage @ .54 per mile								
Miscellaneous								
Totals								Total Cost

***If needed you may use the back for comments or explanation.

***Please note: Personal charges such as laundry, valet, telephone calls, snacks, and entertainment are not reimbursable. A maximum of six dollars (\$6.00) per day for hotel gratuities is reimbursable.

***Request for reimbursement must be made within 30 days.

Updated by MEA 3/09/2016