



5220 Capitol Blvd.
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STATEMENT OF EXPENSES

NAME _____
 ADDRESS _____

Date	Description	Mileage	Lodging	Breakfast	Lunch	Dinner	Other	Totals
TOTALS								

Claimant's Signature _____ Date _____

Current mileage rate is .655¢

***All expenses to be reimbursed must be applied for within sixty (60) days of incurring such expenses.**
****By my signature I certify that this voucher is correct and no detailed expense has been previously paid.**

THE FOLLOWING GUIDELINES SHALL BE USED FOR REIMBURSEMENT OF EXPENSES WHILE ON WEA CHINOOK BUSINESS

Individuals traveling on WEA Chinook business, or incurring expenses related to WEA Chinook business, shall be reimbursed for such expenses. Such authorized persons are expected to exercise the same care in the incurring expenses that a discreet person would exercise in incurring personal expenses.

TRANSPORTATION

Methods of transportation shall include the use of public transportation and personal autos. Reimbursement for auto mileage shall not exceed reasonable and customary airfare and related expenses (see "Ground Transportation Cost-Comparison Worksheet" on back). Carpooling is expected whenever possible. The mileage rate for WEA Chinook business shall be equal to the WEA adopted guidelines for governance, currently sixty-two point fifty-five cents (.655¢) per mile. If you, for own convenience, travel by indirect route or interrupt travel by direct route, the extra expense shall be borne by you. Mileage to/from airport/train station is generally considered to be a single round trip. If someone drives you and picks you up, mileage reimbursement will not exceed the cost of that single round trip plus parking fees at one of the off-site airport parking lots. Van or shuttle service will be reimbursed (receipt required). The use of rental cars requires prior approval.

MEALS/LODGING

Actual expenses for meals & lodging shall be paid subject to the following restrictions:

- Lodging shall be limited to the per person amount charged WEA Chinook in the designated hotel. When hotel reservations are made and WEA Chinook or the hotel is not notified of your inability to use the room by 6:00 pm of the original arrival date, the no-show cost incurred will be billed to the individual by WEA Chinook. Exceptions to this provision may be made by a consensus of the Executive Board. Members will be encouraged to share housing (double occupancy) for all meetings. If you choose to have a single room, you are expected to pay one-half of the room costs.
- Meals shall be reimbursed up to a maximum seventy-four (\$74.00) per day (less group meal costs) based upon actual receipts.

Vouchers must have all receipts attached and must be submitted within 60 days of the expense.

Ground Transportation Cost-Comparison Worksheet

When a business itinerary would normally include air travel, WEA Chinook reimbursement will not exceed the average lowest readily-available discount airfare plus transportation to and from airports. A printed air travel itinerary, dated at least two weeks prior to departure must be attached to the worksheet. A signed cost-comparison worksheet in the following format should be attached to the voucher.

(A) Cost of trip by Air

Airfare (based upon criteria listed above) _____
 Travel to/from airports: _____
 Mileage _____ miles at .655¢ per mile _____
 Taxi or shuttle expenses _____
 Parking at originating airport (if applicable) _____
 Other: _____

Maximum Reimbursement Total (A) _____

(B) Cost of trip by Personal Vehicle

Mileage _____ miles at .655¢ per mile _____
 Parking at destination _____
 Road, bridge and tunnel tolls _____
 Meal expenses while en route _____
 Lodging expenses while en route _____
 Other: _____

Maximum Reimbursement Total (B) _____

(C) Cost of trip by train

Train fare (coach) _____
 Travel to/from train station: _____
 Mileage _____ miles at .655¢ per mile _____
 Taxi or shuttle expenses _____
 Parking at originating train station (if applicable) _____
 Other: _____

Maximum Reimbursement Total (C) _____

Mileage to/from airport/train station is generally considered to be a single round trip. However, if you choose to have someone drive you and pick you up, mileage reimbursement will not exceed the cost of that single round trip plus parking fees at one of the off-site airport parking lots or train station.

 Traveler signature

Adopted 9/08