

Name \_\_\_\_\_ Month/Year \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Agency \_\_\_\_\_

**WPEA STAFF ENTER THIS INFORMATION**

ADMINISTRATION	COMMUNICATIONS	EDUCATION	GOVERNANCE	LEGAL	CONTRACT BARGAINING	CONTRACT ADMINISTRATION	LEGISLATIVE	POLITICAL ACTION	RECRUITING
1	2	3	4	5	6	7	8	9	10

**Policy:** WPEA provides reimbursement of actual expenses paid, we do **not** pay on a “per diem” basis. **Receipts are required for any expense exceeding \$3.00 & an itemized receipt is required for all meals.** Maximum rates are shown for Thurston county (OFM rates will apply for other counties) and note that alcoholic beverages are **NOT** allowed.

**MEAL:** Dinner – up to \$30; Lunch – up to \$20; Breakfast – up to \$16

**ROOM:** Up to \$130 per night unless advance authorization is granted.

**MILEAGE:** 57.5¢ per mile for 2-way (round trip).

**CHILDCARE:** Up to \$25 for single-day activity or \$50 for two days or more.

**OTHER:** As provided for leave, parking, tolls, taxi and miscellaneous.

DATE	PURPOSE	MEALS	B-L-D	ROOM	2 WAY @ 57.5¢ MILES / COST	CHILD CARE, LEAVE, OTHER	NON-CHARGE (Check)	1	2	3	4	5	6	7	8	9	10

**SUBTOTAL** \_\_\_\_\_

**TOTAL ALL EXPENSES** \_\_\_\_\_

\_\_\_\_\_  
Signature (Required)                      Date                      President