

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

DATE	PURPOSE	MEALS	B-L-D	ROOM	2 WAY @ 65.5¢ MILES / COST	CHILD CARE, LEAVE, OTHER	NON-CHARGE (Check)	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 \$36; Lunch – up to \$20; Breakfast – up to \$18

ROOM: Up to \$140 per night unless advance authorization is granted.

MILEAGE: 65.5¢ 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.

SUBTOTAL _____

TOTAL ALL EXPENSES _____

Signature (Required) Date President

Return to: WPEA, 140 Percival Street NW, Olympia WA 98502, (360) 943-1121, **by the 15th day of the month following the month in which expenses were incurred.**

Unduly late requests for reimbursement will not be honored

Revised 12/30/22-mileage rate updttd 1/01/23