

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 @ 56¢ MILES / COST	CHILD CARE, LEAVE, OTHER	NON-CHARGE (Check)

SUBTOTAL _____

TOTAL ALL EXPENSES _____

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 \$133 per night unless advance authorization is granted.

MILEAGE: 56¢ 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.

Signature (Required) Date President