

EXPENSE FORM - PSEA MEMBERS

CHAPTER _____

REASON FOR EXPENSES:

- 1. BOARD MEETING _____
- 2. CONTRACT NEGOTIATIONS _____
- 3. GRIEVANCE PREPARTION _____
- 4. OTHER _____

Explanation: _____

EXPENSES AND DATE (S) EXPENSES WERE INCURRED: DATE _____

- 1. AIRFARE - ONLY IF NOT CHARGED TO PSEA \$ _____
- 2. MILEAGE - MILES @ 51 cents per MILE \$ _____

MILES: _____

3. ACTUAL EXPENSES:

A. HOTEL \$ _____

B. MEALS \$ _____

4. MISCELLANEOUS:

\$ _____

\$ _____

TOTAL TO BE PAID TO MEMBER BY PSEA \$ _____

MEMBER'S SIGNATURE _____

PLEASE PRINT NAME HERE _____

ADDRESS _____

PLEASE ATTACH ANY RECEIPTS FOR AUDIT VERIFICATION.