



**Pittsburg Education Association**  
**MEMBER EXPENSE STATEMENT – 2025-2026**



*\*Attach all receipts*

Name:

Signature:

*(Please print legibly)*

Address:

*(Street, City, State, Zip code)*

**EXPENSES FOR MATERIALS, SUPPLIES, MISCELLANEOUS**

Date of Purchase	Items Purchased	Purpose (i.e. Meeting, Event, etc.)	Amount

Subtotal:

**EXPENSES FOR TRAVEL/MEETINGS**

*(Date and Location of Meeting)*

*(Name of Group/Committee Meeting)*

DATE (write-in month/date/year)	Sun	Mon	Tues	Weds	Thurs	Fri	Sat	Total Each Line
Breakfast								
Lunch								
Dinner								
Lodging								
Shuttle								
Airfare								
Auto Mileage (\$)								
# of Miles								
Parking								
Portage								
Subtotals								

**IRS Mileage Rate effective 01/01/2025 is \$0.70**

for expense stipulations refer to PEA Standing Rules <https://peateachers.org/leadership-1>

Upon completion of the PEA Member Expense Statement, please send your signed form along with copies of receipts to PEA

Email: [president@peateachers.org](mailto:president@peateachers.org) Mail: 159 E. 4th Street Pittsburg, CA 94565

For Office use Only

President/VP Approval: \_\_\_\_\_ VP/Treasurer Approval: \_\_\_\_\_

Budget Code: \_\_\_\_\_ Check# \_\_\_\_\_ Date Paid: \_\_\_\_\_