MEA-Retired Event Expense Record

Name of Event: _____

____/____/______

Receipt #	Dates	Breakfast	Lunch	Snacks	Dinner	Lodging	Bus / Train Other	Parking/ Shuttle	Auto Miles	Auto Miles x \$.50	Taxis	Room Tips	Miscellaneous	Totals
	TOTALS													

Please staple each day's receipts together and number on the back to coordinate with the numbers entered in the Dates Column.

Received in advance: \$_____ Reimburse to MEA-Retired: \$_____ or Amount owed to attendee: \$_____.

(This form and receipts must be submitted to treasurer within three weeks after the event.

Attendee:	Date:	/ /	/