PSE MEMBER EXPENSE REPORT & REIMBURSEMENT CLAIM

Printed Name	**Zone/Committee**	**Approval**

Activity Codes: **BM** = Board Meeting **EB** = Executive Board **CM** = Committee Meeting/Activities **ZA** = Zone/Chapter Meetings/Activities
LA = Legislative Activities **OM** = Other Meetings/SEIU **ORG** = Organizing

Date	Activity Code	Mark (T) if taxable meals ↓	Location -- Activity (Purpose of travel) -- Expense description (attach receipts)	Miles Driven	Direct Bill Expense
			Miles x Mileage Rate = Mileage Reimbursement:	-	0.5

I certify this is a true and accurate accounting of my time and expenses. **Signature**	**Date**	Reimbursement total:

Reimbursable Expense
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