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CUEA Capistrano Unified Education Association
www.cuea.org

**Capistrano Unified Education Association**
**27422 Aliso Creek Road, Suite 100, Aliso Viejo CA 92656**

# MEMBER EXPENSE STATEMENT

Member _____

Address _____
Street City Zip

Business Purpose _____

| DATE | SUN / | MON / | TUE / | WED / | THU / | FRI / | SAT / | TOTAL |
|---|---|---|---|---|---|---|---|---|
| Breakfast | $ | $ | $ | $ | $ | $ | $ | $ 0.00 |
| Lunch | | | | | | | | 0.00 |
| Dinner | | | | | | | | 0.00 |
| Lodging* | | | | | | | | 0.00 |
| Shuttle | | | | | | | | 0.00 |
| Airfare | | | | | | | | 0.00 |
| Mileage 2026 Rate 0.760 | 0 / 0.00 | 0 / 0.00 | 0 / 0.00 | 0 / 0.00 | 0 / 0.00 | 0 / 0.00 | 0 / 0.00 | 0.00 |
| Parking | | | | | | | | 0.00 |
| Portage | | | | | | | | 0.00 |
| Copying | | | | | | | | 0.00 |
| Postage | | | | | | | | 0.00 |
| Registration | | | | | | | | 0.00 |
| Total Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | $ 0.00 |
| Less: Advance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | ($ 0.00) |
| Net Amount | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | $ 0.00 |
| | | | | | | | | |

*Attach receipts: The actual statement is required for "lodging."

Member Signature _____ Date _____

Approval Signature _____ Date _____

**Accounting Use Only:**

Check Number _____

Check Date _____