



State Officer's Expense Reimbursement Form

Directions:

1. Use a different line for each day's expenses.
2. More than one activity or travel may be limited on one report.
3. Attach receipts for all items, except mileage.
4. When State Officers ride with someone, only the person driving may claim mileage.
5. Complete the form with black or blue ink - not pencil!
6. Complete all appropriate parts of this form.
7. **Expenses must be submitted within 60 days of the activity.**

Date	From	To	Purpose	Mileage @ \$0.40 Mile		Breakfast \$8.00 max <i>Need Receipt</i>	Lunch \$10.00 max <i>Need Receipt</i>	Dinner \$15.00 max <i>Need Receipt</i>	Other Expenses <i>Explain</i>	Daily Total
				Miles	Amount					
Subtotals:										

Reimbursements will be applied towards your clothing balance. If your clothing balance has been paid in full, then you will receive a reimbursement in the form of a check.

Grand Total: \$_____

Please make reimbursement payable to: _____ State Officer's Signature: _____

Address: _____ State Director's Signature: _____

Mail this completed form with your receipts to: Michigan DECA, Eastern Michigan University, Ypsilanti, MI 48197