

MEBA EXPENSE REPORT

Name: _____	Date: _____
Address: _____	Phone: _____
Purpose/Event: _____	

SUMMARY EXPENSE GUIDELINES

Reasonable expenses will be reimbursed for the following:

- Conference and Registration fees
- Transportation:
 - Coach Airfare
 - Car Rental / Taxi Bus / Parking / Other Public Transportation
 - Personal vehicle (not to exceed lowest cost to fly) mileage reimbursed at the current IRS rate
- Lodging including baggage handling
- Meals: Actual expenses not to exceed \$50 per day with receipts
- Telephone / Fax / Internet / Other Communication: Expenses related to Trust business

**Please submit completed Expense Report along with attached receipts to:
HUB International of California
Attn: Vicki Vego
4371 Latham Street, Suite 101
Riverside, CA 92501**

For a more detailed description of expenses eligible for reimbursement, please see MEBA Board Policy, "Expense Policy for Attendance by Trustees at Trust Meeting and/or Educational Conferences."

Date	Description (Please provide detail and attach receipts)	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total		\$

This report is for expenses incurred by me in connection with the above referenced expenses.

Signature: _____ Date: _____

MEBA Authorization: _____ Date: _____