



Berkeley Federation of Teachers

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berkeleyteachers.org

Local 1078, AFL-CIO

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EXPENSE REIMBURSEMENT REQUEST

Attach all receipts and list in proper category. When receipts are not available, explain your expenditure.

NAME _____ DATE _____

HOME ADDRESS OR SCHOOL _____

	<u>AMOUNT SPENT</u>
Office Supplies	_____
Postage	_____
Mileage (53.5 ¢ p/m), Parking and Tolls	_____
Meetings (Refreshments)	_____
Negotiations	_____
Telephone	_____
Good and Welfare (Gifts)	_____
Conferences (CFT, State Council, etc.)	_____
Legal	_____
Other:	
_____	_____
_____	_____
TOTAL \$ REQUESTED	_____

APPROVED FOR PAYMENT _____
Matt Meyer, President

AMOUNT _____ DATE PAID _____ CHECK# _____