

MEMBER EXPENSE REIMBURSEMENT STATEMENT

11310 Firestone Blvd., Norwalk CA 90650

(562) 868-6251 FAX (562) 868-6253

Circle Association: DEA or TANLA or TCE

Date: _____

Event: _____

Name: _____

Address: _____

Dates								TOTALS
Breakfast								\$
Lunch								\$
Dinner								\$
Lodging								\$
Taxi/Bus								\$
Airfare								\$
# Miles								
Parking								\$
Tips								\$
								\$

Total Due

Receipts are required for food, lodging, transportation and parking.

All reimbursement requests are to be filed with receipts within thirty days of the end of the month in which the expenses were incurred.

Please see reverse side for more Reimbursement Guidelines.