IMPORTANT

Membership Expense Reimbursement Policy

a. Travel
   (1) PLANE: Actual, most economical coach fare (with back copy of airline ticket required as receipt).
   (2) TRAIN OR BUS: Actual fare (with receipt)
   (3) AUTO:
      (a) Fifty six and one half (56) cents per mile, round trip by shortest highway route. Mileage reimbursement cannot exceed the cost of coach plane fare.
      (b) Mileage to and from the member’s home to the airport at fifty six and one half (56) cents per mile.
   (4) AIRPORT SHUTTLE: SEA will reimburse the cost of airport shuttles to and from the meeting site. Taxi fare shall be reimbursed only when no other form of transportation is available.
   (5) PARKING: Actual costs of hotel parking.

b. Lodging
   (1) Half the cost of a double-occupancy hotel room (with copy of actual hotel bill as receipt). Those wishing a single room must pay the difference except for extenuating circumstances, which must be approved in advance.
   (2) If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.
   (3) Personal charges such as laundry, valet, telephone calls, snacks, and entertainment are not reimbursable.
   (4) A maximum of six dollars ($6.00) per day for portage is reimbursable.

c. Meals
   Actual amounts paid including tax and tip, not to exceed $70.00 for any one day will apply.
   Receipts are required for all meals. Extra meals required by auto travel are not reimbursable.
MEMBER EXPENSE STATEMENT

Date and Location of Meeting

Event/Conference

Name ________________________________________________
Please Print

Address ________________________________________________

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- Breakfast
- Lunch
- Dinner
- Lodging
- Shuttle
- Airfare
- Auto Mileage ($)
- Parking
- Portage
- Registration

TOTAL

# of Miles

ATTACH RECEIPTS FOR LODGING, TRANSPORTATION & REGISTRATION
(Receipts are required for meals costing $35.00 or more)  Total due $