

Post Office Box 706
Willows, CA 95988

Board Member Expense Form – 2018

Board Member Name: _____
 Address: _____
 Meeting or Committee: _____
 Date of Meeting: _____
 Location of Meeting: _____

Meals

	Partial Day Allowances			Totals
	Breakfast	Lunch	Dinner	
Per Diem Maximum:	\$11.00	\$16.00	\$29.00	\$56.00
Date				
Date				
Date				

Total Meals: \$ _____

Private Car:

Miles _____ x \$0.545 \$ _____
(Mileage rate as of 1/1/2018)

Car Rental: \$ _____

Air, Bus, or Train Fare: \$ _____

Lodging: \$ _____

Taxi: \$ _____

Bridge Tolls: \$ _____

Parking Fees: \$ _____

Incidental Expenses: \$ _____

Total Payable to Board Member: \$ _____

Signature _____

Date _____

Return to: Post Office Box 706, Willows, California 95988