



WABO EXPENSE REIMBURSEMENT FORM

Name: <u>Jon Siu</u>	Phone: <u>206-233-5163</u>
Address: <u>700-5th Ave, Ste 2000; PO Box 34019; Seattle, WA 98124-4019</u>	
Signature: <u>(signed)</u>	Date: _____
Event/Purpose: <u>2017 ICC Annual Business Meeting</u>	Event Date(s): <u>9/11/2017</u>

Date	Expense Description	Public Transport (e.g., airfare)	Personal Vehicle Expense*	Hotel	Meals	Other (explain below)	TOTAL
10-Sep	Airfare, airport-hotel bus, meal per diem, home-airport mileage	\$259.05	\$4.28		\$54.00		\$317.33
11-Sep	Airfare, hotel, hotel-airport bus, meal per diem, airport-home mileage	\$259.05	\$4.28	\$135.13	\$54.00		\$452.46
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
Comments/Explanations:				Less cash advance _____ Less personal expenses _____ TOTAL REIMBURSEMENT \$769.79			

INSTRUCTIONS: Please print or type and provide legible copies of all required receipts. See WABO expense reimbursement policy for allowable reimbursements and required receipts.

(*) Personal Vehicle Expense is calculated as miles traveled times the prevailing GSA current mileage rate.
 2017 GSA rate: \$0.535/mi

Remit to: WABO PO Box 7310 Olympia WA 98507-7310



WABO EXPENSE REIMBURSEMENT FORM

Name: <u>Jon Siu</u>	Phone: <u>206-233-5163</u>
Address: <u>700-5th Ave, Ste 2000; PO Box 34019</u>	
Signature: <u>(signed)</u>	Date: _____
Event Date(s): <u>9/11/2017</u>	
Event/Purpose: <u>2017 ICC Annual Business Meeting</u>	

Date	Expense Description	Public Transport (e.g., airfare)	Personal Vehicle Expense*	Hotel	Meals	Other (explain below)	TOTAL
10-Sep	Airfare (round trip)	\$512.60					\$512.60
10-Sep	Bus (airport-hotel, round trip)	\$5.50					\$5.50
10-Sep	Meal per diem (2 days)				\$108.00		\$108.00
11-Sep	Hotel			\$135.13			\$135.13
11-Sep	Mileage (16 miles home-airport, round trip)		\$8.56				\$8.56
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
Comments/Explanations: Please make check out to City of Seattle.				Less cash advance _____			
				Less personal expenses _____			
				TOTAL REIMBURSEMENT \$769.79			

INSTRUCTIONS: Please print or type and provide legible copies of all required receipts. See WABO expense reimbursement policy for allowable reimbursements and required receipts.

(*) Personal Vehicle Expense is calculated as miles traveled times the prevailing GSA current mileage rate.
2017 GSA rate: \$0.535/mi

Remit to: WABO PO Box 7310 Olympia WA 98507-7310