

## WTEA Check Request Form

Itemize expenses in the space provided. Submit to the Executive Director for reimbursement. Include receipts when possible. **Press Save As and save file with your initials in the file name.** Email file to joe.ciontea@wtea-wis.org

Make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Check requested by: \_\_\_\_\_

Comments

**WTEA By-law Article IV  
Budget & Expenses**

- Mileage will be paid at the rate of \$0.42 per mile for official WTEA business.
- Meals will be reimbursed not to exceed \$35 per day.

**For Official Use Only**

Check # \_\_\_\_\_

Issued: \_\_\_\_\_

|              | Expense Description   | Amount |
|--------------|-----------------------|--------|
| Travel       | Miles                 |        |
| Meals        | Meal total from below |        |
| Postage      |                       |        |
| Printing     |                       |        |
| Other        |                       |        |
| Other        |                       |        |
| Other        |                       |        |
| <b>Total</b> |                       |        |

|                    | <i>Sunday</i> | <i>Monday</i> | <i>Tuesday</i> | <i>Wednesday</i> | <i>Thursday</i> | <i>Friday</i> | <i>Saturday</i> |
|--------------------|---------------|---------------|----------------|------------------|-----------------|---------------|-----------------|
| Breakfast          |               |               |                |                  |                 |               |                 |
| Lunch              |               |               |                |                  |                 |               |                 |
| Dinner             |               |               |                |                  |                 |               |                 |
| <b>Daily Total</b> |               |               |                |                  |                 |               |                 |

**Mail to: WTEA PO Box 531 Rhinelander, WI 54501**  
**Saved copies of the completed form can be emailed to:**  
**jc.wtea@gmail.com**