CRA 165 Expense Report

Issued 10/01/25

REIMBURSEMENT SHALL BE MADE FOR BUDGETED OUT-OF-POCKET EXPENSE. IT IS NOT THE INTENT TO KEEP MEMBERS WHOLE.

DATE	LOCATION	1 TRANSPORTATION	2 LODGING	3 MEALS	4 PRINT / COPY	5 POSTAGE	6 MATERIALS / SUPPLIES	7 OTHER	8 **TOTAL**
COLUMN TOTALS									

	Miles	Rate	Amount	Validation Total	REPORT TOTAL
(7-1-25 Mileage Rate is $0.40 per mile)					
Mileage Calculation - Enter Miles		$0.40			This is a correct report of expenses incurred: Input dates below

CHECK ONE:

Membership Solicitation Expenses	☐	**Mid-Year Meeting**	☐
New / Closing Chapter Expenses	☐	**Annual Meeting**	☐
Area Meeting Expenses	☐		

DATES FROM: ____________ **TO:** ____________

CRA Treasurer Section

DATE PAID ____________ **CHECK #** ____________

4 - Print / Copy	Column 4 - ENTER DESCRIPTION OF ITEM(S) PURCHASED
5 - Postage	Column 5 - ENTER DESCRIPTION OF ITEM(S) PURCHASED .
6 - Material / Supplies	Column 6 - ENTER DESCRIPTION OF ITEM(S) PURCHASED
7 - Other	Column 7 - ENTER DESCRIPTION OF ITEMS SUCH SUBSCRIPTIONS, LICENSES, ETC.

PRINT NAME

ASSOCIATION POSITION / CHAPTER NAME

MAILING ADDRESS

CITY, STATE, ZIP

YOUR SIGNATURE DATE

APPROVAL SIGNATURE DATE

BUDGET REVIEW DATE

CHAPTER PRESIDENTS SEND REPORTS TO AREA VICE PRESIDENT.
AREA VICE PRESIDENTS, OFFICERS, CHAIRS, AND PAST PRESIDENTS SEND REPORTS TO BUDGET AND FINANCE CHAIR FOR BUDGET REVIEW AND FURTHER PROCESSING.

GENERAL INSTRUCTIONS – CRA 165

1. Prepare report for ***all*** CRA expenses, except CRA 124 and CRA 150 expenses. Please complete online or print in ink.
2. Report the actual expenses and ***attach supporting receipts for all non-meal expenses of $25 or greater.***
3. There is a limit on meals, including tips, (columns 3) of $30.00 per day. **Receipts are required for all meal expenditures.**
4. The category for which expenses are incurred should be checked where indicated. Expenses recorded in columns 4-7 should be described in the lower left section of the report.
5. Miscellaneous tips (luggage handler, room attendant, etc.) other than those for a meal check are not reimbursed.

COLUMN 1 – TRANSPORTATION

1. Travel by Air
   - A. Personal car mileage, shuttle or taxi from residence to and from airport.
   - B. Shuttle, taxi or other public transportation to and from airport to meeting place.
   - C. Roundtrip air, bus or train fare as established by the CRA Budget & Finance (B&F) Committee.
2. Parking
   - A. Reasonable parking costs for personal car at transportation facility or hotel.
3. Travel by Personal Car (Use Calculation Box below).
   - A. Personal car mileage to and from residence (via the most direct route) and the meeting place, plus tolls enroute, will be reimbursed at the current rate per mile, if the cost is lower than the B&F established fare for your location.

COLUMN 2 – LODGING

1. Enter only the single rate for lodging, or a special rate given to CRA, plus all taxes in this column. **Note**: Enroute lodging and parking are not reimbursable.

COLUMN 3 – MEALS

1. Enter the cost of only the Director/Alternate/Fellowship Program Participants' meals (including tips) up to a maximum of $30 per day. **Note**: Meals (including tips) may only be claimed for day of arrival at and day of departure from the meeting place.

COLUMNS 4 – 7 – REPRODUCTION, POSTAGE, MATERIALS/SUPPLIES AND OTHER

1. Enter the amounts in these columns. Provide descriptions of the expenses in columns 4 - 7 in lower left side of report.

IF PERSONAL CAR IS USED

1. AIRFARE ESTABLISHED FOR YOUR LOCATION BY B&F				=	______
MILEAGE TO AND FROM AIRPORT	______	miles @	$0.40	=	______
SHUTTLE, TAXI, ETC. TO AND FROM HOTEL				=	______
AIRPORT PARKING	______	days @	______		______
			(1) TOTAL		
2. ROUNDTRIP AUTO MILES DRIVEN	______	miles @	$0.40	=	______
TOLLS ENROUTE				=	______
			(2) TOTAL		______

ENTER THE LESSER OF (1) OR (2) ABOVE IN COLUMN 1 – TRANSPORTATION ______