

# COMMUNITY COLLEGE ASSOCIATION

## Member Expense Statement ("MES")

Email To: [ccatreasurer@cta.org](mailto:ccatreasurer@cta.org)

|   |        |                        |          |                      |          |                                 |                   |
|---|--------|------------------------|----------|----------------------|----------|---------------------------------|-------------------|
| <b>Name:</b>  |        |                        |          | <b>College:</b>      |          |                                 |                   |
| <b>Street Address:</b>  |        |                        |          | <b>Today's Date:</b> |          |                                 |                   |
| <b>City &amp; Zip:</b>  |        |                        |          | <b>Event:</b>        |          | Winter Conference February 2012 |                   |
|   |        |                        |          | <b>Account:</b>      |          | Account 64124                   |                   |
| <b>Email:</b>   |        |                        |          | <b>Phone:</b>        |          | (    )                          |                   |
| Please Type In: <u>CCA</u> Board Member, Delegate, Nondelegate, Who Award, Who Guest, Other (specify below): -----> |        |                        |          |                      |          |                                 |                   |
|   | Wed    | Thu                    | Fri      | Sat                  | Sun      | Mon                             | Tue               |
| <b>Date</b>   | 01 Feb | 02 Feb                 | 03 Feb   | 04 Feb               | 05 Feb   | 06 Feb                          | 07 Feb            |
|   |        |                        |          |                      |          |                                 | ▼ Line Total \$ ▼ |
| <b>Marriott LAX In-Room Wi Fi Free Parking \$10 per day</b>   |        |                        |          |                      |          |                                 | Receipt??         |
| <i>Breakfast</i>  |        |                        |          | Provided             | Provided |                                 | \$35 or more      |
| <i>Lunch</i>  |        |                        |          | Provided             |          |                                 | \$35 or more      |
| <i>Dinner</i>   |        |                        | Provided |                      |          |                                 | \$35 or more      |
| <b>Lodging</b>  |        |                        |          |                      |          |                                 | YES               |
| Internet/WiFi   |        |                        | Free     | Free                 | Free     |                                 | NO                |
| Portage & Tips  |        |                        |          |                      |          |                                 | \$6/day           |
| Hotel Parking   |        |                        |          |                      |          |                                 | \$70 or more      |
| <b>Air-Train-Bus Fare</b>   |        |                        |          |                      |          |                                 | YES               |
| <b>Excess Baggage</b>   |        |                        |          |                      |          |                                 | YES               |
| Airport Parking   |        |                        |          |                      |          |                                 | \$70 or more      |
| <b>Shuttle / Taxi</b>   |        |                        |          |                      |          |                                 | YES               |
| Auto # of miles   |        |                        |          |                      |          |                                 | NO                |
| \$ @ 55½¢ per mile  |        |                        |          |                      |          |                                 | NO                |
| Toll Road   |        |                        |          |                      |          |                                 | NO                |
| Bridge  |        |                        |          |                      |          |                                 | NO                |
| Special 1   |        |                        |          |                      |          |                                 | YES               |
| 1 Reason  |        |                        |          |                      |          |                                 |                   |
| Special 2   |        |                        |          |                      |          |                                 | YES               |
| 2 Reason  |        |                        |          |                      |          |                                 |                   |
| Special 3   |        |                        |          |                      |          |                                 | YES               |
| 3 Reason  |        |                        |          |                      |          |                                 |                   |
| <b>Accounting Office Use Below This Line Only</b>   |        |                        |          |                      |          | <b>Total Due ►</b>              |                   |
| Vendor Number ▼   |        | CCA Officer Approval ► |          |                      |          |                                 |                   |