

TWS – Western Section, PO Box 6756, Albany, CA 94706

Name		E-mail	
Position		Chapter?	
Mailing Address		Phone	
		Year of Event	2013

(Please fill out all that apply, attach additional, continued claim if necessary & scan receipts)

DATE	Event Title (Specific Workshop or Meeting Title)	Type of Expense Category or Explanation (Travel,Lodging..)	Amount \$**	Event SubTotal*
Total: \$				
Minus Employer Reimbursements: \$				
Total Claimed: \$				
Minus Advances from Western Section: \$				
<b>Total Amount Requested For Payment \$</b>				

\* Please group expenses by Event and Subtotal each Event

\*\*Mileage reimbursed @ federal rate at time of travel (currently \$0.56)

I declare that this claim has been examined by me and to the best of my knowledge and belief it is a true and correct claim in conformance with the rules and regulations as promulgated by the Western Section of The Wildlife Society

Signature:		Date:	
Event Coordinator Signature***:		Date:	

\*\*\*Signature required for Conference, Seminar, Workshop or Symposium Claims  
 (Electronically filed claims: use Coordinator’s e-mail memo for signature; file scanned receipts with claim and send to Western Section Treasurer, John McNerney, [jmcnerney@cityofdavis.org](mailto:jmcnerney@cityofdavis.org))