



CRLA Expense Report*

Submission Date: _____

SUBMITTER'S INFORMATION

Name: Leticia Villarreal
 CRLA Position: TxCRLA Past President
 Mailing Address: 6300 Ocean Drive, Unit 5701
 City/State/Zip: Corpus Christi / Texas / 78412
 E-Mail Address: lvillarreal@lamucc.edu

MAKE CHECK PAYABLE TO

Name: Texas College Reading and Learning Association
 Mailing Address: 6300 Ocean Drive, Unit 5701
 City/State/Zip: Corpus Christi / Texas / 78412
 E-Mail Address: john.fortiscue@lamucc.edu

Date	Budget Code	Description/Purpose	Hotel	Transport	Mileage **		Meals	Supplies	*Other	TOTAL
					# of Miles	Name				
10/28/16		Conference Speaker Fee	Holiday Inn	NA		\$ -	NA	NA	\$ 1,000.00	\$ 1,000.00
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -
TOTAL										\$ 1,000.00

*Note - Speaker fee documentation totals \$1,250

Signature: *Leticia Villarreal*
 Approved By: Leticia B. Villarreal

Return To: Maureen DuPont and Margaret Zizis
 Email: mdupont@csusm.edu
 Or Mail: m.zizis@techenenterprises.net

Margaret Zizis
 CRLA Headquarters
 7044 South 13th Street
 Oak Creek, WI 53154
 Fax: 414-768-8001

cc. Leslie + Pam John

*Itemized Receipts must be attached to electronic submission or mailed with form
 **For mileage, list total number of miles. Mileage is calculated at a rate of \$.535 automatically.