

# EXPENSE STATEMENT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## NON-TRAVEL EXPENSES

DATE: \_\_\_\_\_ ITEM : \_\_\_\_\_

PURPOSE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

DATE: \_\_\_\_\_ ITEM : \_\_\_\_\_

PURPOSE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

DATE: \_\_\_\_\_ ITEM : \_\_\_\_\_

PURPOSE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

DATE: \_\_\_\_\_ ITEM : \_\_\_\_\_

PURPOSE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

## TRAVEL

- Most economical fare for air or ground transportation. Baggage fees reimbursed with prior approval.
- Auto mileage reimbursed at IRS rate and cannot exceed coach fare for air; mileage to and from airport is reimbursable.
- Shuttle service is reimbursable: Taxi or other service is reimbursable only when no other transportation is available and is less expensive than the shuttle rate.
- Airport/hotel parking is reimbursable but cannot exceed available conference rate.

## LODGING

- Half the rate of a double occupancy room is reimbursable and cannot exceed conference rate if available; Single rate will be reimbursed only with prior approval of extenuating circumstances.
- If travel by car extends hotel stay, each additional night will not be reimbursed.
- Maximum of \$7 a day for portage will be reimbursed.

## TRAVEL EXPENSES / Event

	MON	TUE	WED	THU	FRI	SAT	SUN
REGISTRATION							
BREAKFAST							
LUNCH							
DINNER							
LODGING							
SHUTTLE							
AIR FARE							
AUTO MILEAGE							
PARKING							
PORTAGE							
SUBTOTAL							

## MEALS

- Itemized receipts must be submitted for all meals not provided at the event and cannot exceed \$65 per day, including tax and tip.
- Adult beverages will not be reimbursed.
- If travel by car results in extra meals, those meals will not be reimbursed.

## REIMBURSEMENT

- Claims must be submitted within 30 days after the month of claims incurring.
- Request for additional time to submit claims must be made in writing and filed with claims. Request will be reviewed by the FSUTA Executive Board.