



## TRAVEL AND EXPENSE REIMBURSEMENT REQUEST

Effective July 24, 2015, the NACAS Board of Directors approved a NACAS Travel and Expense Policy. Reimbursement for expenses are expected to be in compliance with the established policies for travel, entertainment, and other business expenses incurred by NACAS personnel. Please see policy at [https://nacas.org/wp-content/uploads/2019/01/20190117\\_NACASPolicyManual.pdf](https://nacas.org/wp-content/uploads/2019/01/20190117_NACASPolicyManual.pdf)

Name/Title: \_\_\_\_\_

Institution/Company: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone/Email: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_ Date: \_\_\_\_\_

Destination/Institution/Company Visited: \_\_\_\_\_

**Attach all Receipts: Meal receipts must show the itemized costs related to the meal(s).**

### Expenses:

Mileage \_\_\_\_\_ miles at \$0.585/mile (updated \_\_\_\_\_)

1-1-2022) Tolls and/or Parking \_\_\_\_\_

Airline \_\_\_\_\_

Hotel \_\_\_\_\_

Meals (Meal allowance varies by location see: <http://www.gsa.gov/portal/content/104877>)

Breakfast Date(s): \_\_\_\_\_

Lunch Date(s): \_\_\_\_\_

Dinner Date(s): \_\_\_\_\_

Taxi/Shuttle \_\_\_\_\_

Tips \_\_\_\_\_

Other Expenses (please list) \_\_\_\_\_

Total Expenses: \_\_\_\_\_

You can donate your reimbursement, or part of it, to the NACAS Foundation. Check box if you would like to do so, and list the amount donated. Thank you! Amount: \$ \_\_\_\_\_

Total Reimbursement: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MAKE CHECK PAYABLE TO: Or, indicate below if you'd like your payment directly deposited:**

\_\_\_\_\_