



# TRAVEL & MISCELLANEOUS EXPENSE REPORT

FOR MEMBERS & STAFF EXPENSE REIMBURSEMENT

1. NAME \_\_\_\_\_ DATE \_\_\_\_\_

2. TITLE/POSITION \_\_\_\_\_ SSN \_\_\_\_\_

3. REASON FOR TRIP/EXPENSE \_\_\_\_\_

4. EXPENSES INCURRED FROM \_\_\_\_\_ to \_\_\_\_\_  
mm/dd/yy hh:mm mm/dd/yy hh:mm

5. TRAVEL EXPENSES CAR MILEAGE @ .67 a) \_\_\_\_\_ (Attach MapQuest)

RECREATIONAL VEHICLE MILEAGE @1.34 b) \_\_\_\_\_ (Attach MapQuest)

MEAL EXPENSES c) \_\_\_\_\_

AIR FARE d) \_\_\_\_\_

AIRPORT PARKING e) \_\_\_\_\_

TAXI, SHUTTLES, TIPS f) \_\_\_\_\_

RENTAL CAR g) \_\_\_\_\_

LODGING h) \_\_\_\_\_

RALLY FEE i) \_\_\_\_\_

CAMPGROUND FEE j) \_\_\_\_\_

TOLLS, FERRIES k) \_\_\_\_\_

6. OTHER EXPENSES POSTAGE l) \_\_\_\_\_

OFFICE SUPPLIES m) \_\_\_\_\_

TELEPHONE n) \_\_\_\_\_

7. GRAND TOTAL \$ \_\_\_\_\_

8. EXPLANATIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EXPENSE JUSTIFICATION WORKSHEET

FROM \_\_\_\_\_  
Address Zip Code Departure date Departure Time

TO \_\_\_\_\_  
Address Zip Code Arrival date Arrival Time

RETURN/TO \_\_\_\_\_  
Address Zip Code Return date Return Time

RETURN /TO \_\_\_\_\_  
Address Zip Code Return date Return Time TOTAL FMCA MILES

## MILEAGE EXPENSE CALCULATION WORKSHEET

\_\_\_\_\_ miles x \$.67 per mile = \$ \_\_\_\_\_  
Enter on line 5a

\_\_\_\_\_ miles x \$1.34 per mile = \$ \_\_\_\_\_  
Enter on line 5b

**INSTRUCTIONS**

- Type or print in black ink. DO NOT use pencil or colored ink.
- Use worksheet areas for calculation.
- Sign form when complete.
- **Any expenses** must be accompanied with a receipt.
- Mail completed form with receipts to:

**FMCA**  
**ATTN: Accounting Dept**  
**8291 CLOUGH PIKE**  
**CINCINNATI OH 45244-2796**

# Questions?

**Call 1-800-543-3622**  
 Brian Bacik - extension #237  
 bbacik@fmca.com

\* **FAX EXPENSE FORMS TO 513-474-2332**

3.
  - If Chapter or Area Rally visit, give name of Chapter or Area
  - If attending Executive Board Meeting, give sub committee
  - If attending training or seminar, give reason
  - If miscellaneous travel or inter-city office travel, give reason
  - If attending Miscellaneous Committee Meetings, name committee
4. Enter time of day and date you left home/office/previous destination and return time and date
5. Enter total from mileage worksheet. Mileage should be actual odometer reading from departure to arrival at destination by car or recreational vehicle or mileage by car to and from airport. Current IRS rate is \$.67 per mile for automobile.  
  
 Meal expense is at the rate of up to \$59.00 per day. Lodging and meal per diem is \$296.00 in cities designated high cost and \$157.00 in all other cities. Receipts are required.
6. Postage, Office Supplies and Telephone are allowable expenses, but not charged against a National Officer's individual budget.

**MEAL EXPENSES WORKSHEET – Week One**

DATES	/ /	/ /	/ /	/ /	/ /	/ /	/ /	TOTAL
Breakfast \$14.00								
Lunch \$16.00								
Dinner \$29.00								
Total \$59.00								

Week One - MEAL EXPENSES TOTAL \_\_\_\_\_

**MEAL EXPENSES WORKSHEET – Week Two**

DATES	/ /	/ /	/ /	/ /	/ /	/ /	/ /	TOTAL
Breakfast \$14.00								
Lunch \$16.00								
Dinner \$29.00								
Total \$59.00								

Week Two - MEAL EXPENSES TOTAL \_\_\_\_\_

**TOTAL MEAL EXPENSES** \_\_\_\_\_

Receipts are required for reimbursement.

\_\_\_\_\_  
 SIGNATURE DATE



Attach ALL receipts