

NFPC EXPENSE REPORT

NAME: _____

ADDRESS: _____

DATE: _____

1. PURPOSE: _____

DATES	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2. LODGING							
3. MILEAGE							
4. CAR RENTAL							
5. LIMO/TAXI							
6. AIRLINE							
7. OTHER TRANS							
8. MISC. ITEMS							
9. BREAKFAST							
10. LUNCH							
11. DINNER							
12. TOTALS							

13. (DETAILS OF GROUP MEAL EXPENSES INCLUDED FROM ABOVE)

DATES	PERSONS IN ATTENDANCE	PURPOSE

14. NATIONAL FEDERATION CHARGED EXPENSES _____ \$ _____

15. CASH/CHARGED EXPENSES DUE BACK TO YOU _____ \$ _____

PLEASE ATTACH RECEIPTS FOR ALL REIMBURSABLE CHARGES EXCEEDING \$25.00.

HOW TO USE THIS FORM

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| <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9, 10, 11. 12. 13. 14. 15. | <p>Indicate purpose EX: Travel to Council of Consultants or Board of Directors meeting</p> <p>Hotel room rate include applicable charges</p> <p>Personal vehicle use 51 cents per mile</p> <p>Daily car rental charges</p> <p>Limo/taxi cab + tip</p> <p>Airline ticket cost (Indicate total on first of last day of travel)</p> <p>Non-airline costs</p> <p>Out of pocket expenses</p> <p>Daily meal expenses also include group meals</p> <p>Daily totals</p> <p>Details of group meal expenses from lines 9-11</p> <p>Expenses charged to or provided by NFPC</p> <p>Anticipated cash/charge expenses reimbursed to you</p> |
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Return to: Terry Oldes

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