

Name : _____

Address: _____

Attach receipts onto a separate sheet of paper

Date	Business Purpose Include committee name, location, initials of all parties present (if applicable)	Transportation		Other Expenses			Space for additional information
		Total # of Miles	Air, parking, rental car	Meal(s)	Lodging	Misc Expense	
01/09/21	BOD Meeting, PDX - Seaside	136	\$ -	\$ 15.00	\$ 242.50		Breakfast & Hotel (EXAMPLE)
2021 IRS Mileage .56 cents per mile. Total		0	\$ -	\$ -	\$ -	\$ -	Alcohol is not a reimbursable expense

° Itemized receipts, when possible.

° Include names of all parties present on meal receipts.

° Expense reimbursements for any non-board member in excess of \$600 during the calendar year are taxable and will be included for 1099-MISC reporting for that board member.

Total transportation expenses:
(mileage, air, car rental, parking) \$ -

Total Other Expenses \$ -

TOTAL AMOUNT REQUESTED \$ -

Signature & Date	Approval(s)
-----------------------------	--------------------

Taxable Portion:	Vendor #	Doc #
------------------	----------	-------

G/L ACCOUNT	AMOUNT

G/L ACCOUNT	AMOUNT

--	--

--	--