REIMBURSEMENT SHALL BE MADE FOR REASONABLE OUT-OF-POCKET EXPENSE. IT IS NOT THE INTENT TO KEEP MEMBERS WHOLE.

DATE	LOCATION	1 TRANSPORTATION	2 LODGING	3 MEALS	4 OTHER	TOTAL EXPENSES	IDENTIFY BY TYPE ALL ITEMS IN COL 4, "OTHER"
TOTAL EXPENSE							

	Miles	Rate	Amount		
Mileage Calculation - Enter Miles				DATE PAID	CHECK #

SUMMARIZE EXPENSES BELOW OR CHECK ONE:	**Mid Year Meeting**		This is a correct report of expenses incurred: Input dates below
	Annual Meeting		**DATES FROM:** To:
POSTAGE			
REPRODUCTION			PRINT NAME
MISCELLANEOUS			ASSOCIATION POSITION/CHAPTER NAME
TRAVEL			
NEW CHAPTER / SOCIAL GROUP DEVELOPMENT			MAILING ADDRESS
AREA MEETING EXPENSES			
TELEPHONE			CITY, STATE, ZIP
TOTAL EXPENSES			YOUR SIGNATURE DATE
			APPROVAL SIGNATURE DATE

CHAPTER PRESIDENTS SEND REPORTS TO AREA VICE PRESIDENT.   OFFICERS, CHAIRS, PAST PRESIDENTS SEND TO TREASURER.

1. Prepare report for all CRA expenses. Please complete online or print using ink.
2. Report the actual expenses and ***attach supporting receipts***.
3. There is a limit on the combined meals and other costs (columns 3 and 4) of $50.00 per day.
4. Total operating (**NOT** Mid-year or Annual Meeting) expenses should be summarized by classifications in the lower left section on page 1.
5. ***If expenses were incurred at a Mid-year or Annual Meeting, check where indicated****.*

COLUMN 1 – TRANSPORTATION

1. **Travel by Air**
   A. Personal car mileage, shuttle or taxi from residence to and from airport.
   B. Shuttle, taxi or other public transportation to and from airport to meeting place.
   C. Roundtrip air, bus or train fare (the most economical class available), senior coupons, etc

      Note: Trial program: if Spouse/1st Guest[a] is attending, the cost of 2 round-trip most economical class available fares will be entered in Column 1.
2. **Travel by Personal Car** (Use Calculation box below)
   A. Personal car mileage to and from residence (via the most direct route) and the meeting place, plus tolls enroute, will be reimbursed at the current rate per mile*, if the cost is lower than the most economical airfare.

      Note: Trial program: if Spouse/1st Guest[a] is attending, the cost of 2 round-trip most economical class available fares will be entered in Line 1. The mileage driven is not doubled for Spouse/1st Guest[a] when attending.
3. **Parking**
   A. Reasonable parking costs at transportation facility or hotel.

COLUMN 2 - LODGING

1. Enter only the single rate for lodging, or the special rate given to CRA, plus all taxes in this column.
   Note: Enroute lodging and parking are not reimbursable.

COLUMN 3 - MEALS

1. Enter the cost of the Director/Alternate/Fellowship Program participant meals (including tips) up to a maximum of $50 .
   Note: Meals (including tips) may be claimed for day of arrival at and day of departure from the meeting place.

COLUMN 4 - MISCELLANEOUS

1. Enter only miscellaneous items in this column. Bellboy/maid tips, telephone, reproduction, postage, etc. Explain in the upper right-hand column, page 1.

IF PERSONAL CAR IS USED

1. LOWEST AVAILABLE PROMOTIONAL AIRFARE -- = _____

   MILEAGE TO AND FROM AIRPORT - - - - - - - - - - - - - - - - - _____ miles @ = _____

   SHUTTLE, TAXI, ETC. TO AND FROM HOTEL - = _____

   AIRPORT PARKING - _____ days @ _____ = _____

                                                                                     (1) TOTAL _____

2. ROUNDTRIP AUTO MILES DRIVEN - - - - - - - - - - - - - - - - - _____ miles @ = _____

   TOLLS ENROUTE - =

                                                                                     (2) TOTAL _____

ENTER THE LESSER OF (1) OR (2) ABOVE IN COLUMN 1 – TRANSPORTATION   _____

Note: Column 1, items 1C and 2A -Spouse/1st Guest[a] - (partner, significant other, family member, friend, caregiver, etc.)

* The mileage rate will fluctuate and the Treasurer will advise when the IRS adjustments are announced. Please use the rate in effect when expense incurred