



# Expense Reimbursement Form

Submit this form with receipts for all expenses that equal or exceed \$50.00

**Name:** \_\_\_\_\_ **AAOR Position:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Travel Destination:** \_\_\_\_\_ **Dates of Trip:** \_\_\_\_\_

**Purpose of Trip:** \_\_\_\_\_

\_\_\_\_\_

**What role did you play?:** \_\_\_\_\_

\_\_\_\_\_

Attach a separate sheet if necessary.

<b>Expense Date</b>				
<b>Location</b> (if different)				
<b>Transportation:</b>				
<b>Air/Rail Fare</b>				
<b>Car Rental</b>				
<b>Mileage<sup>1</sup></b>				
<b>Lodging</b>				
<b>Per Diem<sup>2</sup></b>				
<b>Daily Total</b>				

**Signature:** \_\_\_\_\_ **Grand Total \$** \_\_\_\_\_

<sup>1</sup> Mileage is calculated by the number of miles driven, in your personal vehicle, multiplied by the pre-determined IRS mileage rate

<sup>2</sup> Per Diem includes meals, transportation to and from airport/hotel, parking, tolls, taxi and tips