

FMCA POLICIES AND PROCEDURES

SUBJECT

APPENDIX B Travel and Miscellaneous Expense Report

INDEX NO.	APPROVAL LEVEL							
2031/B	GB							
EFFECTIVE	SUPERSEDES							
1/2024	1/2023							
SPECIAL DISTRIBUTION								

Committee Members



	NAME			DATE	
	REASON FOR TRIP/EXPENS	AV. P.			
	EXPENSES INCURRED FRO		to		
		mm/dd/yy	hh:mm	mm/dd/yy	hh:mm
	TRAVEL EXPENSES		a)	(Attach MapQ	uest)
		RECREATIONAL VEHICLE MILEAGE @1.34	_b)	(Attach MapQ	uest)
		MEAL EXPENSES	<u>c)</u>		
		AIR FARE	<u>d)</u>		
		AIRPORT PARKING	<u>e)</u>		
		TAXI, SHUTTLES, TIPS	_f)		
		RENTAL CAR	<u>g</u>)		
		LODGING	h)		
		RALLY FEE	_i)i		
			j)		
		TOLLS, FERRIES	k)	<u>*</u>	
3	OTHER EXPENSES	POSTAGE			
		OFFICE SUPPLIES	m)	<u> </u>	
		TELEPHONE	n)		
		GRAND TOTAL	\$		
	EXPLANATIONS				
-	EXPLANATIONS ENSE JUSTIFICATION WORK				
-					
-	ENSE JUSTIFICATION WORK	SHEET	Departure date	Departure Time	
_	ENSE JUSTIFICATION WORK FROM Addre	SHEET		Departure Time	
	ENSE JUSTIFICATION WORK	SHEET ss Zip Code		Departure Time Arrival Time	
-	FROM Addre	SHEET ss Zip Code	Departure date		
-	ENSE JUSTIFICATION WORK FROM Addre	SHEET ss Zip Code ss Zip Code	Departure date		
	FROM Addre TO Addre	SHEET ss Zip Code ss Zip Code	Departure date Arrival date	Arrival Time	

Continued on reverse side...

Brian Bacik - extension #237

bbacik@fmca.com

If miscellaneous travel or inter-city office travel, give reason

If attending Miscellaneous Committee Meetings, name

2031/B

Travel and Miscellaneous Expense Report

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 FAX EXPENSE FORMS TO 513-474-2332

- 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

MEAL EXPENSES WORKSHEET - Week Two

- 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.

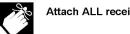
committee

6. Postage, Office Supplies and Telephone are allowable expenses, but not charged against a National Officer's individual budget.

MEAL EXPE	MEAL EXPENSES WORKSHEET – Week One													
DATES	1 1	1 1	1 1	1 1	1 1	1 1	1 1	TOTAL						
Breakfast \$14.00														
Lunch \$16.00														
Dinner \$29.00														
Total \$59.00														

Week One - MEAL EXPENSES TOTAL

DATES	1	1	1	1	1	1	- 1	1	1	I	I	1	1	1	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		-						
									36	Attacl	h ALL re	eceipts			



AD17-01/24