

	FMCA POLICIES AND PROCEDURES	INDEX NO. 2031/B	APPROVAL LEVEL EB
	SUBJECT APPENDIX B Travel & Miscellaneous Expense Report	EFFECTIVE 1/19	SUPERSEDES 5/18
	SPECIAL DISTRIBUTION		



TRAVEL & MISCELLANEOUS EXPENSE REPORT

FOR MEMBERS & STAFF EXPENSE REIMBURSEMENT

1. NAME _____ DATE _____

2. TITLE/POSITION _____ SSN _____

3. REASON FOR TRIP/EXPENSE _____

4. EXPENSES INCURRED FROM _____ to _____
mm/dd/yy hh:mm mm/dd/yy hh:mm

5. TRAVEL EXPENSES

AUTOMOBILE MILEAGE @ .58	a) _____	(Attach MapQuest)
RECREATIONAL VEHICLE MILEAGE @1.16	b) _____	(Attach MapQuest)
MEAL EXPENSES	c) _____	
AIR FARE	d) _____	
AIRPORT PARKING	e) _____	
TAXI, SHUTTLES, TIPS	f) _____	
RENTAL CAR	g) _____	
LODGING	h) _____	
RALLY FEE	i) _____	
CAMPGROUND FEE	j) _____	
TOLLS, FERRIES	k) _____	

6. OTHER EXPENSES

POSTAGE	l) _____	
OFFICE SUPPLIES	m) _____	
TELEPHONE	n) _____	

7. GRAND TOTAL \$ _____

8. EXPLANATIONS _____

EXPENSE JUSTIFICATION WORKSHEET

FROM	Address	Zip Code	Departure date	Departure Time
TO	Address	Zip Code	Arrival date	Arrival Time
RETURN/TO	Address	Zip Code	Return date	Return Time
RETURN /TO	Address	Zip Code	Return date	Return Time

TOTAL FMCA MILES _____

MILEAGE EXPENSE CALCULATION WORKSHEET

_____ miles x \$.58 per mile = \$ _____
Enter on line 5a

_____ miles x \$1.16 per mile = \$ _____
Enter on line 5b

Continued on reverse side...



SUBJECT

Travel & Miscellaneous Expense Report

INDEX NO.

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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 legible, detailed receipts.
- Mail completed form with receipts to:

FMCA
 ATTN: Accounting Dept
 8291 CLOUGH PIKE
 CINCINNATI OH 45244-2796

* FAX EXPENSE FORMS AND RECEIPTS 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
- If miscellaneous travel or inter-city office travel, give reason
- If attending Miscellaneous Committee Meetings, name committee

Questions?

Call 1-800-543-3622
 Brian Bacik - extension #237
 bbacik@fmca.com

Enter time of day and date you left home/office/previous destination and return time and date

Enter total from mileage worksheet. Mileage should be actual odometer reading from departure to arrival at destination by automobile or recreational vehicle or mileage by automobile to and from airport. Current IRS rate is \$.58 per mile for automobile.

Meal expense is at the rate up to \$54.00 per day. Lodging and meal expense is \$221.00 in cities designated high cost and \$87.00 in all other cities. Legible, detailed receipts are required.

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

MEAL EXPENSES WORKSHEET – Week One								
DATES	/ /	/ /	/ /	/ /	/ /	/ /	/ /	TOTAL
Breakfast \$12.00								
Lunch \$18.00								
Dinner \$24.00								
Daily Total \$54.00								

Week One - MEAL EXPENSES TOTAL _____

MEAL EXPENSES WORKSHEET – Week Two								
DATES	/ /	/ /	/ /	/ /	/ /	/ /	/ /	TOTAL
Breakfast \$12.00								
Lunch \$18.00								
Dinner \$24.00								
Daily Total \$54.00								

Week Two - MEAL EXPENSES TOTAL _____

TOTAL MEAL EXPENSES _____

Receipts are required for reimbursement.

SIGNATURE _____

DATE _____



Attach ALL receipts