

	FMCA POLICIES AND PROCEDURES	INDEX NO. 2031/B	APPROVAL LEVEL GB
	SUBJECT APPENDIX B	EFFECTIVE 1/2024	SUPERSEDES 1/2023
	Travel and Miscellaneous Expense Report		
SPECIAL DISTRIBUTION Committee Members			



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

CAR MILEAGE @ .67 a) _____ (Attach MapQuest)

RECREATIONAL VEHICLE MILEAGE @1.34 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 FMCAMILES _____

MILEAGE EXPENSE CALCULATION WORKSHEET

_____ miles x \$.67 per mile = \$ _____
Enter on line 5a

_____ miles x \$1.34 per mile = \$ _____
Enter on line 5b

Continued on reverse side...



SUBJECT

Travel and 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 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
 - If miscellaneous travel or inter-city office travel, give reason
 - If attending Miscellaneous Committee Meetings, name committee

4. 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.

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

Questions?

Call 1-800-543-3622

Brian Bacik - extension #237
bbacik@fmca.com

MEAL EXPENSES WORKSHEET – Week One

DATES	/ /	/ /	/ /	/ /	/ /	/ /	/ /	TOTAL
Breakfast \$14.00								
Lunch \$16.00								
Dinner \$29.00								
Total \$59.00								

Week One - MEAL EXPENSES TOTAL _____

MEAL EXPENSES WORKSHEET – Week Two

DATES	/ /	/ /	/ /	/ /	/ /	/ /	/ /	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 _____



Attach ALL receipts