

Kappa Kappa Psi & Tau Beta Sigma Personal Travel/Expense Reimbursement							
<b>Name:</b>				<input type="checkbox"/> KKΨ <input type="checkbox"/> TBΣ		<b>Begin Date:</b>	
<b>From:</b>							
<b>To:</b>							
<b>Additional Information:</b>						<b>End Date:</b>	
<b>Purpose of Trip:</b>							
<b>Charge To:</b>	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 100px; height: 20px; position: relative;"> <div style="position: absolute; top: 5px; right: 5px;">▼</div> </div> <div style="border: 1px solid black; width: 100px; height: 20px; position: relative;"> <div style="position: absolute; top: 5px; right: 5px;">▼</div> </div> </div>		Select add'l category if splitting is needed				
<b>Misc. Expenses:</b>						<b>Total</b>	\$ -
<b>Car Rental:</b>						<b>Total</b>	\$ -
<b>Other Transportation:</b>						<b>Total</b>	\$ -
<b>Airfare From:</b>		<b>To:</b>				<b>Total</b>	\$ -
<b>Mileage:</b>		miles	\$ 0.56	per mile		<b>Total</b>	\$ -
<b>Tolls:</b>						<b>Total</b>	\$ -
<b>Registration Fees:</b>						<b>Total</b>	\$ -
Dates of Travel	Meals incl. Tips		Lodging	Limo/Taxi or Bus	Parking	Misc. Tips	Totals
	Names of Individuals	Meal Cost					
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
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						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
<b>Totals</b>		\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Signature:</b>				<b>Total Expenses:</b>		\$ -	
<b>Date:</b>				<b>Less Cash Advance or Donation:</b>		\$ -	
				<b>Total Amount Due:</b>		<b>\$0.00</b>	
<b>Address:</b>			<b>Notes:</b>				

Please submit a separate report and receipts for each major event within 30 days.

Send to Kappa Kappa Psi & Tau Beta Sigma NHQ, P.O. Box 849, Stillwater, OK 74076-0849 / hqna@kkytbs.org