

National *Arts* Strategies

**TRAVEL EXPENSE REPORT FORM
BUSINESS OF ARTS AND CULTURE PROGRAM**

SEND TO:

Travel Assistance

National Arts Strategies

1140 Connecticut Ave., NW, Suite 1212

Washington DC 20036

Please make reimbursement check out to: [CHOOSE ONE] Individual OR Organization

Name:

Title:

Organization:

Address:

Address 2:

City, State Zip:

Telephone:

Email:

Date Submitted:

Seminar Attended (Name/Date/Location):

ITEM/DESCRIPTION (each expense must appear on a separate line)

AMOUNT

Hotel (6300)

Transportation (train & airfare only) (6310)

Rental Car (6330)

Gasoline for Rental Car (6330)

Food and Sustenance (6320)

We reserve the right to refuse expenses which are excessive compared to typical costs for travel and lodging for the origination and destination cities. Please see http://www.gsa.gov (click on 'per diem rates') for a general guideline of expenses you may anticipate in your destination city.	
Please note we can only reimburse participants who are able to attend the entire seminar. If you have any question about whether your schedule will make you ineligible for travel assistance, please contact us before the seminar for clarification.	
Internet access fees, in-room entertainment, etc. are ineligible for reimbursement.	