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	
Washington DC 20036	
Please make reimbursement check out to: [CHOOSE ONE] Individual OR Organization	
N	
Name:	
Title:	
Organization:	
Address:	
Address 2:	
City, State Zip: Telephone:	
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)	
<b>Rental Car</b> (6330)	
Gasoline for Rental Car (6330)	
Food and Sustenance (6320)	

Taxi, tolls, parking, mileage, rapid transit, other travel expense (6390)	
TOTAL	\$0.00
Participant's Signature	
Notes:	
EXPENSE SUBMISSIONS NOT MEETING ANY OF THE FOLLOWING WILL BE RETURNED.	
All expenses must be submitted within 30 days of the seminar.	
Original receipts must accompany each expense submitted. Copies can be accepted for shared expenses only when another member of the team	
has submitted the original receipt. All receipts must either be printed on 8 1/2" x 11" paper or taped to 8 1/2" x 11" paper and attached to this	
Only one seminar's expenses per form will be accepted; each individual should submit their own expenses on a separate form.	
Receipts for shared expenses must indicate division of expense and with whom. A copy of the receipt must be submitted with each individual's	
expenses.	
Restaurant expenses must include restaurant receipt; credit card/payment receipts alone can not be accepted.	
Only coach class airfare can be reimbursed.	
We can not reimburse for alcoholic beverages and can not accept restaurant receipts containing purchase of alcoholic beverages, these should be	
put on a separate check.	
A maximum of one rental car or mileage expense submission will be reimbursed per team unless the size of your team requires an additional vehicle	le.
NAS reimburses mileage at the rate of \$.46/mile. There is no reimbursement for gasoline purchased for use in personal vehicles. Mileage should	
be accompanied by an online calculation (e.g., Google Maps) of mileage from your office to seminar destination.	
Expenses may not be submitted via fax or via email.	

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.	