

FASEB BOARD AND COMMITTEE EXPENSE REPORT

*Forms must be submitted within 30 calendar days from the last day of travel.
Please provide all information (see instructions on back). Incomplete submissions may be returned if incomplete.*

Name of Claimant	<input style="width: 95%;" type="text"/>	Submitted	<input style="width: 95%;" type="text"/>
Mailing Address	<input style="width: 95%;" type="text"/>		
	<input style="width: 95%;" type="text"/>		
	<input style="width: 95%;" type="text"/>		
City	<input style="width: 80%;" type="text"/>	State	<input style="width: 30%;" type="text"/>
	Zip/Country Code	<input style="width: 80%;" type="text"/>	Country
	<input style="width: 80%;" type="text"/>		<input style="width: 30%;" type="text"/>

Purpose of Expense *(Please be specific - include people and/or organizations visited and the name of the meeting(s)).*

Date	From (City/State)	To (City/State)	Via Plane (check)	Via Train (check)	Via Other (specify)	Mileage see instruction #5 - 2014 rate \$.56	TOTALS
Miscellaneous Expenses				Detail			
Taxicab or Car Service Fares, Rental Car, etc. <i>(see instruction #6)</i>							
Hotel Expense <i>(see instruction #7)</i>							
Meals, Tips, etc. <i>(see instruction #8)</i>							
Other Expenses <i>(please itemize and provide justification)</i>							
TOTAL							

I certify that the above charges incurred by me are correct and proper.

Signature

Receipts must be submitted with Expense Report

Submit to: lstricker@faseb.org or mail to:

FASEB
Executive Office
9650 Rockville Pike
Bethesda, MD 20814-3998

FOR FASEB OFFICE USE ONLY		
I certify that the above expenses were duly authorized, and I approve the claim for payment.		
Signature	Date	Title

INSTRUCTIONS FOR PREPARATION OF EXPENSE REPORT

1. Expense report and receipts must be submitted within 30 calendar days from the last day of travel.
2. All information on this report should be filled in as requested. Unusual circumstances in connection with the travel expenses should be fully explained. When applicable, charges should be equitably adjusted because of business for other organizations.
3. Expenses in connection with duly authorized travel for FASEB will be reimbursed upon the presentation of properly prepared expense reports signed by the claimant and approved by the appropriate department Director.
4. ***Receipts for transportation must accompany this report.*** Advance purchase economy class airfare must be used unless otherwise approved ***in advance*** by the Executive Director.
5. Reimbursement for the use of a traveler's automobile on authorized travel will be at the current mileage rate set by the IRS and shall cover all operating costs including gasoline, oil, etc., but shall not include bridge and road tolls, or parking, etc. Actual amounts paid for tolls and parking may be claimed in addition to the mileage allowance. However, reimbursement for the use of the traveler's vehicle may not exceed the cost of the same travel by air. To find out the ***current IRS mileage rate***, go to: www.irs.gov and search "mileage rate 2013" (or current year) - sort information by date to see the current rate. Travel by personal vehicle is not authorized unless the traveler possesses a valid driver's license and maintains vehicle insurance as required by state law.
6. Out of pocket expenses for business related taxicab and limousine fares will be reimbursed to the traveler at actual cost. The use of a rental car in lieu of public transportation must be authorized ***in advance*** by the appropriate department Director. **Rental car expense will be reimbursed only to the extent of equivalent fare for public transportation.**
7. If hotel room costs (room/tax) are not coordinated through FASEB, the traveler will be reimbursed on an actual cost basis if a receipted bill from each hotel is attached. The reimbursement shall be at the rate of a single room (if available), otherwise a written explanation should accompany this report.
8. Actual expenses for meals not coordinated through FASEB (e.g. meals provided in conjunction with a meeting) will be reimbursed to the traveler at a per diem rate of \$71 for each calendar day in travel status (receipts for meals are not required in this case). For partial travel days, the per diem rate will be reimbursed as follows: Breakfast (\$14), Lunch (\$19), and Dinner (\$38). Dates and times of departure and return must be entered on this form. ***The cost of meals provided by the Federation and other parties must be deducted from the per diem allowance.*** *Reimbursement of actual expenses (with receipts) in lieu of per diem must be approved in advance by the Executive Director.*

Questions: Contact the FASEB Executive Office at (301) 634-7092