

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date	9/17	9/18	9/19	9/20	9/21	Total
Air Fare						
Taxi/Car Service						
Rental Car						
Breakfast						
Lunch						
Dinner						
Gratuuity						
Parking						
Tolls						
Personal Auto Mileage						
<b>Total</b>						

1. Vouchers must be submitted within 30 days of the event to be reimbursable.
2. The Napa Course 2013 does not pay a per diem. Expenses must be itemized.
3. Supporting documents for expense in excess of \$25.00 MUST be attached.
4. Expenses must be consistent with faculty travel guidelines provided.

I hereby attest that the above expenses were incurred on my behalf only, were necessary to attend this educational activity, and were within the guidelines offered by The Napa Course 2013.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return via MAIL:**  
 The Napa Course 2013  
 Attn: Paige Ballus  
 980 Ridge Gate Drive  
 Lewisville, NC 27023

**E-MAIL:**  
 pballus@triad.rr.com  
 (preferred)