



**BMW Car Club of America, Inc.
Club Racing**



Expense Report

Name _____ Date Submitted _____

Address _____

Signature _____ Telephone _____

Position/Office/Function _____

Date and Purpose of Expense _____

Administrative Expenses

Travel Expenses

<u>Expense Item</u>	<u>Expense Amount</u>
Telephone 6030	_____
Postage/Shipping 6026	_____
Office Supplies 6050	_____
Printing/Copying 6025	_____
Equipment Repair 6205	_____
Web Site 6018	_____
Other (specify) _____	_____
Other (specify) _____	_____

<u>Expense Item</u>	<u>Expense Amount</u>
Automobile* _____ miles @ 48.5¢/mile	_____
Air fare*	_____
Rental Car*	_____
Tolls/Parking	_____
Gasoline*	_____
Lodging	_____
Meals	_____

(Please use the computation sheet on the back of this form to determine the lowest reimbursement cost if you traveled using your personal automobile.)

Please mark with an asterisk (*) those items that are billed directly to the BMW CCA National Office. Do not include them in the total requested reimbursement.

Total Requested Reimbursement

\$ _____

*Use of a personal automobile is currently reimbursed at a rate of \$.485 per mile not to exceed the cost of the least expensive 21-day advance air fare. Gasoline cannot be charged additionally. Reimbursed air fare will not exceed the cost of the least expensive 21-day advance airline ticket. Rental car reimbursement will be based on the least expensive subcompact rate.

Administrative Action

Position	Action	Date
Club Racing Chairman		
Club Racing Financial Officer		
BMW CCA National Office		

Please attach receipts for expenses and forward to:
BMW CCA Club Racing
Attn: Peggy Helmke
640 South Main, Ste 201
Greenville, SC 29601

Computation for Reimbursement for Automobile Travel Expenses

1. Where did the trip originate? _____
2. What was the destination? _____
3. What was the total number of miles driven on official BMW CCA Club Racing business? Include the round trip mileage plus miles driven in and around the destination on official business _____
4. Multiply the total miles from Step 3 times the current mileage rate. (\$.485 per mile) _____
5. What was the lowest, 21-day advance round trip air fare between the airports closest to your trip's origin and destination? _____
6. Cost of ground transportation at origin:
 - a. Had you driven to the the origin airport, what is the total round trip mileage between your house and the airport? _____

Multiply this times the current mileage rate. (\$.485 per mile) . _____

For the duration of this trip, what would the least expensive long-term parking have cost? _____

Add the parking and mileage figures together _____
 - b. What is the lowest ground transportation fare to and from the airport you could have obtained? (Bus, shuttle, train, car, taxi, etc.) (If by car, taxi, or airport limo service, include tip not to exceed 15%.) _____
7. Cost of ground transportation at destination:
 - a. At the destination estimate the cost of ground transportation to and from the official business location. _____
 - b. At the destination, what would the cost been for the least expensive rental car available. Include in your estimate the cost of gasoline, parking, and tolls, if any. _____
8. Add the lowest figure from either 6a or 6b with the lowest figure from either 7a or 7b. _____
9. Add the figure from Step 8 to the figure from Step 5. This should be the lowest possible cost for making this trip by air. _____
10. If you made the trip by automobile, you must use the lowest figure from Step 4 or Step 9 on the front of this form under the line "Automobile"