

National Association of State Boards of Accountancy, Inc.

150 Fourth Avenue North, 7th Floor, Nashville, TN 37219-2417

Reimbursable Travel and Entertainment Expense Report

Please read Instructions below before completing.						Submit completed form to NASBA Accounts Payable					
City								Totals			
Day of Week <i>(Automatic)</i>	Thu	Fri	Sat	Sun	Mon	Tue	Wed				
Date <i>(enter as xx/xx/xxxx)</i>	09/01/2016	09/02/2016	09/03/2016	09/04/2016	09/05/2016	09/06/2016	09/07/2016				
Airfare <i>(excluding baggage fees)</i>								0.00			
Local Transportation								0.00			
Lodging								0.00			
Rental Vehicle <i>(excluding fuel)</i>								0.00			
Personal Vehicle <i>(miles x IRS Rate)</i>								0.00			
Other Transportation								0.00			
Tolls and Parking								0.00			
Gratuities <i>(other than meals)</i>								0.00			
Telephone/Internet								0.00			
Personal Meals											
Breakfast								0.00			
Lunch								0.00			
Dinner								0.00			
Other								0.00			
Entertainment Expense <i>(Enter Details on Page 2)</i>								0.00			
Other Business Travel Expense <i>(baggage fees, fuel, etc.)</i>								0.00			
<i>(Enter Details below)</i>								0.00			
Details						<i>Do not alter this form. If more space is needed, use a separate sheet.</i>	Total Expenses		0.00		
							Less Advances <i>(enter as a positive)</i>				
							Due From (To) NASBA		0.00		
Name of Traveler						Instructions		NASBA USE ONLY			
New Address?		Trip Purpose				List expenditures individually by day (e.g., hotels, meals, gratuities). Include tips for servers in cost of meals. Attach receipts for expenses: Staff--All expenses Non-staff > \$75 Page 2 must be completed for Entertainment expenses.		Approved by			
Yes <input type="checkbox"/>	No <input type="checkbox"/>							Date			
Address (1)		Account Nos.		Amount							
Address (2)											
City											
Certification of Traveler: I certify that the above expenses								State		Zip	
<i>are ordinary and necessary and that I have no source of reimbursement other than from NASBA.</i>								Signature of Traveler		Date	

