

NASBA - Reimbursable Travel and Entertainment Expense Report																												
<p style="text-align: center;">Please read *Instructions below before completing.</p>	<p style="color: red; margin: 0;">To Receive Reimbursement for Valid Business Expenses: Submit completed form to NASBA Accounts Payable at address to the right. Electronic Submission at expensereport@NASBA.org (Expense Form and Scanned receipts in single PDF)--NASBA reserves the right to ask for original receipts for up to Sixty Days after form submission.</p>				<p>SUBMIT TO: NASBA 150 Fourth Avenue North, Suite 700 Nashville, TN 37219-2417</p>																							
City																												
Date	09/01/2016	09/02/2016	09/03/2016	09/04/2016	09/05/2016	09/06/2016	09/07/2016	Totals																				
Day of Week (Automatic)	Thu	Fri	Sat	Sun	Mon	Tue	Wed																					
Airfare (excluding baggage fees)								0.00																				
Local Transportation								0.00																				
Lodging								0.00																				
Rental Vehicle (excluding fuel)								0.00																				
Personal Vehicle (miles x IRS Rate)								0.00																				
Tolls and Parking								0.00																				
Gratuities (other than meals)								0.00																				
Telephone/Internet								0.00																				
Personal Meals																												
Breakfast								0.00																				
Lunch								0.00																				
Dinner								0.00																				
Other								0.00																				
Entertainment Expense								0.00																				
<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 for Other Expenses																												
					<p style="font-size: small; color: gray;"><i>Do not alter this form. If more space is needed, use a separate sheet.</i></p>	<p>Total Expenses 0.00</p> <p>Less Advances (enter as a positive)</p>																						
					<p>Due From (To) NASBA 0.00</p>																							
Name of Traveler					* Instructions		NASBA USE ONLY																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">New Address?</td> <td colspan="4" style="padding: 2px;">Trip Purpose</td> </tr> <tr> <td style="padding: 2px;">Yes <input type="checkbox"/></td> <td style="padding: 2px;">No <input type="checkbox"/></td> <td colspan="3" style="padding: 2px;">Address (1)</td> </tr> <tr> <td colspan="2" style="padding: 2px;"></td> <td colspan="3" style="padding: 2px;">Address (2)</td> </tr> <tr> <td colspan="2" style="padding: 2px;"></td> <td style="padding: 2px;">City</td> <td style="padding: 2px;">State</td> <td style="padding: 2px;">Zip</td> </tr> </table>					New Address?	Trip Purpose				Yes <input type="checkbox"/>	No <input type="checkbox"/>	Address (1)					Address (2)					City	State	Zip	<p>List expenditures individually by day (e.g., hotels, meals, gratuities).</p> <p>Include tips for servers in cost of meals.</p> <p>Attach receipts for expenses:</p> <p style="padding-left: 20px;">Staff--All expenses</p> <p style="padding-left: 20px;">Non-staff > \$75</p> <p>Page 2 must be completed for Entertainment expenses.</p>		<p>Approved by</p> <hr/> <p>Date</p>	
New Address?	Trip Purpose																											
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Address (1)																										
		Address (2)																										
		City	State	Zip																								
<p>Certification of Traveler: I certify that the above expenses are ordinary and necessary and that I have no source of reimbursement other than from NASBA.</p>																												
Signature of Traveler			Date																									

Details of Entertainment Expense

Date	Location of Entertainment	Name(s) of Persons Attending	Business Purpose of Entertainment	Amount