



CHAPTER OFFICER TRAVEL REIMBURSEMENT REQUEST

(Attach additional form if necessary.)

Name: _____ Date: _____

(Requests must be made within 15 days of travel.)

Check Payable to: Me Firm

Home Address: _____

Firm Name and Address: _____

Telephone #: _____

Indicate if New Address: Yes No

Event: **Chapter Officers' Leadership Conference**

Location: _____

Date(s): _____ to _____

Airfare	\$	
Mileage # of miles _____ @ .58	\$	
Lodging <i>(Limited to \$175 per night.)</i>	\$	

Incidentals <i>(Includes ground transportation, other tips, tolls, taxi and misc.)</i>		
Subtotal	\$	

Meals <i>(Per Diem based on US GSA Guidelines — receipt required.)</i>		
Subtotal	\$	
TOTAL EXPENSE	\$	

REIMBURSEMENT POLICY

A chapter officer shall be reimbursed for the following: transportation is limited to actual coach airfare (and reasonable baggage fees) or mileage by personal vehicle (0.545 mile); lodging charges for the hotel room and taxes, not to exceed the lesser of the amount negotiated by the Conference Manager or \$175 per night; meals at the GSA per diem rates and incidentals (including but not limited to room costs in excess of the FICPA maximum reimbursement rate, tolls, parking etc) not to exceed \$100 per event.

If requested — A chapter officer may be reimbursed for attendance the Chapter Officer's Leadership Conference an additional night's stay (limited to the FICPA reimbursement rate) for geographical distances in excess of four hours and/or for unreimbursed expenses associated with traveling to said event.

REQUESTED BY SIGNATURE: _____

If you wish to contribute to the FICPA CPA/PAC or Scholarship Foundation, please indicate the amount:

CPA/PAC	REGION: _____	20501	TOTAL	()
Scholarship Foundation		20506	TOTAL	()
			REIMBURSEMENT	\$		

Internal Use Only:	Date
Approved By:	
Accounting:	
Signatory:	

ACCOUNT	FUNCTION	AMOUNT
52902	3-05-2525	
20501		
20506		