

111 E. Wacker Drive, Suite 2900, Chicago, IL 60601-4277

**Instructions:**

Refer to NCSBN travel policy for delineation of reimbursable expenses. Submit Business Expense Reimbursement Form within two weeks of the expense. Retain a copy for your records. Receipts must be attached for all expenses paid by traveler which exceed \$25.00

**EXPENSES PAID BY:**

DATE
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ATTENDEE NAME	CHECK PAYABLE TO		
MEETING NAME	PAYEE ADDRESS		
MEETING LOCATION	PAYEE CITY	STATE	ZIP

**EXPENSE SUMMARY**

TOTAL EXPENSES	
LESS CASH ADVANCED	
AMOUNT DUE	

EXPENSES:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	TOTAL
Airfare, Bus, Rail								
Lodging								
Meals: Breakfast								
Lunch								
Dinner								
Shuttle/Taxi								
Telephone								
Parking, tolls								
Mileage								
Honorarium or other fee								
Other:*								
<b>TOTAL EXPENSES</b>								

**EXPLANATORY REMARKS \***

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I certify that this statement is accurate as to actual and necessary business expenses incurred.

Signed \_\_\_\_\_

Date \_\_\_\_\_

EXPENSE COST CENTER	AMOUNT

APPROVAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ACCOUNTING SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_