

EXPENSE REIMBURSEMENT REPORT

Name Sonja Dawkins	Date Submitted	12/9/24
Title District Director #4	Club Dis	trict Director #4
Period	Authorized by	Fallou
Per Mile Reimbursement 0.67		
Total Reimbursement Due \$566.24		

Date	Description of Expense Purpose of Travel	Assigned (A) or Unassigned (U)		Ground Transportation (Gas, Rental Car, Taxi)	Meals	Conference Fees	Office supplies & miscellaneous	Miles (Personal Car Only)	Mileage Reimbursement	Total
12/5/24	District Dinner #4				\$566.24				\$0.00	\$566.24
									\$0.00	\$0.00
									\$0.00	\$0.00
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									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
	_								\$0.00	\$0.00
						Total Mileage Reimburs	sement:		\$0.00	\$566.24

INSTRUCTIONS FOR PREPARATION OF EXPENSE REIMBURSEMENT REPORT

GENERAL:

- 1. This report must be completed by the individual who incurred the expense.
- 2. A statement of the business purpose of the expenditures must be included in the explanation section.
- 3. All documentation including receipts must be submitted and will be retrained by the National Exchange Club.

SPECIFIC POLICIES:

- 1. Transportation:
- a. The most cost effective means of transportation is to be used. If other means are used, reimbursement will be based on most cost effective option.
- b. Automobile travel will be reimbursed at current IRS rates, inclusive of all charges in connection with transportation via the most direct route. For more information call the finance department.
- c. Air travel should be booked through the official travel agency of the National Exchange Club. A Travel Authorization Number must be issued by National Headquarters prior to booking air travel.
- 2. Hotel:
- a. Cost of room plus tax of the individual reporting. Paid receipt indicating date and room cost must be submitted.
- Meals:
- a. Meal cost plus tax of individual reporting. Meal costs, including tip, must be substantiated by a paid receipt.
- b. Meal costs have maximum amounts established by board policy: Breakfast \$7.50; Lunch \$10.00; Dinner \$20.00.
- Miscellaneous
- a. Each item of miscellaneous expense must be entered on the report. Paid receipts must be submitted for each item.

NON-REIMBURSABLE TRAVEL EXPENSES:

- 1. The following expenses will not be reimbursed:
- a. Personal entertainment.
- b. Fines for parking or traffic violations.
- c. Charges for alcoholic beverages.
- d. Other expenses of a personal nature.



Black Angus San Bernardino Restaurant #1050 General Manager -Oscar Ortiz Chef - Francisco Martinez (909) 885-7551

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Tb1 52/1 Chk 4568 Gst 11 Dec05'24 07:37PM

1 D42-IHS

69.00

NV12 EDD2	0.00			
NY12 FOR2	60 00			
1 D42-IHS	69.00			
2 TOP6 FOR2				
2 BKR LOADED @ 2.50	5,00		537	
1 FILET 6 -	31.99		333	
1 D42-IHS	69.00			5
SALMN FOR2				
NY12 FOR2				
1 D42-IHS	69.00		19	
TOP6 FOR2			77.5	
FIL6 FOR2	6.00		729.2	
1 D42-IHS	69,00	*	18	
2 FIL6 FOR2 @ 6.00	12,00		SA TO	
	2,50			
BKR LOADED				
2 free spnaarti	0.00			
1 free crb cke	0.00			
1 free chbrd-SQ	0.00			
1 free potskin-SQ	0,00			
1 bundle dessert	0.00			
d42 chipper				
1 bundle dessert	0.00			
d42 chz str				
1 bundle dessert	0.00			
d42 chz str				N.
	2 22			

1 bundle dessert 1 bundle dessert	0.00			
d42 chz str 1 DIET PEPSI 1 DR PEPPER 3 STARRY @ 4.25 1 ICE TEA	4.25 4.25 12.75 4.25			
3 LEMON TEA FTN @ 4.25	12.75			
00114111	446.74 39.09 85.83 86.41 (18%)			
VISIT BLACKANGUS. COM TO PURCHASE GIFT CARDS AND JOIN DUR PRIME CLUB FOR THE LATEST UPDATES AND OFFERS.				
For your convenience we are providing the following gratuity calculations:				

