



Name	JP Fallou
Title	President-Elect
Period	
Per Mile	
Reimbursement	0.3275
Total Reimbursement	
Due	\$423.67

Authorized by _____

I have paid these expenses as a donation to the NECF. _____

INSTRUCTIONS FOR PREPARATION OF EXPENSE REIMBURSEMENT REPORT

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 retained by the National Exchange Club.

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.

3. 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.

4. Miscellaneous:

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.