

# EXPENSE REIMBURSEMENT REPORT

Name JP Fallou	Date Submitted	4/30/25	_
Title President-Elect			
Period	Authorized by_		
Per Mile Reimbursement ().3275	·	□NEC	DNECF
Total Reimbursement Due \$423.67	I have paid these expenses as a donation to the NECF		

Date	Description of Expense Purpose of Travel	Assigned (A) or Unassigned (U)	Airfare	Lodging	Ground Transportation (Gas, Rental Car, Taxi)	Meals	Conference Fees	Office supplies & miscellaneous	Miles (Personal Car Only)	Mileage Reimbursement	Total
4/30/25	Southwest Airlines		###							\$0.00	\$423.67
										\$0.00	\$0.00
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										\$0.00	\$0.00
										\$0.00	\$0.00
							Total Mileage Reimbursement:			\$0.00	\$423.67

#### 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.
- 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:
- 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.