

**OAASFEP TRAVEL EXPENSE FORM**

**TRIP REQUEST:**

Name:	
Name of Meeting/Trip:	Location:
<b>Estimated Expenses:</b>	Expected Dates of Trip:
Airfare        \$	Registration Fee    \$
Lodging        \$	Ground Transportation \$
TOTAL         \$	
Approved Estimated Expenses: _____	
Treasurer Signature	

**TRIP EXPENSE RECONCILIATION:**

Actual expenses incurred pertaining to this meeting:

(Note: It is necessary for you to document all expenses over \$25, except meals, with **original receipts**.)

	Charged or Prepaid	Expenses to Be Reimbursed	Total
1. Airfare	\$	\$	\$
2. Lodging	\$	\$	\$
3. Other Expenses (Page 2)	\$	\$	\$
4. Registration Fee	\$	\$	\$
5. Vehicle Rental	\$	\$	\$
6. Subtract Advanced Amount	\$	\$	\$
7. Total Owed You/OAASFEP	\$	\$	\$

**The following are not allowable travel expenses: alcohol, movies, dry-cleaning, exercise room charges, entertainment, personal long-distance calls.**

I hereby certify that the above is a true and accurate report of total chargeable expenses incurred by me pertaining to this trip.

Signature:

Date:

Approval Signature:

Date: