

	POLICIES AND PROCEDURES	INDEX NO. 2031/B	APPROVAL LEVEL GB
	SUBJECT APPENDIX B	EFFECTIVE 1/2025	SUPERSEDES 1/2024
	Travel and Miscellaneous Expense Report	SPECIAL DISTRIBUTION Committee Members	



TRAVEL & MISCELLANEOUS EXPENSE REPORT

FOR MEMBERS & STAFF EXPENSE REIMBURSEMENT

1. NAME _____ DATE _____

2. TITLE/POSITION _____ SSN _____

3. REASON FOR TRIP/EXPENSE _____

4. EXPENSES INCURRED FROM _____ to _____
mm/dd/yy hh:mm mm/dd/yy hh:mm

5. TRAVEL EXPENSES

CAR MILEAGE @ .70 a) _____ (Attach MapQuest)

RECREATIONAL VEHICLE MILEAGE @1.40 b) _____ (Attach MapQuest)

MEAL EXPENSES c) _____

AIR FARE d) _____

AIRPORT PARKING e) _____

TAXI, SHUTTLES, TIPS f) _____

RENTAL CAR g) _____

LODGING h) _____

RALLY FEE i) _____

CAMPGROUND FEE j) _____

TOLLS, FERRIES k) _____

6. OTHER EXPENSES

POSTAGE l) _____

OFFICE SUPPLIES m) _____

TELEPHONE n) _____

7. GRAND TOTAL \$ _____

8. EXPLANATIONS _____

EXPENSE JUSTIFICATION WORKSHEET

FROM	Address	Zip Code	Departure date	Departure Time	
TO	Address	Zip Code	Arrival date	Arrival Time	
RETURN/TO	Address	Zip Code	Return date	Return Time	
RETURN /TO	Address	Zip Code	Return date	Return Time	TOTAL FRVA MILES

MILEAGE EXPENSE CALCULATION WORKSHEET

_____ miles x \$.70 per mile = \$ _____
Enter on line 5a

_____ miles x \$1.40 per mile = \$ _____
Enter on line 5b

Continued on reverse side...



SUBJECT

Travel and Miscellaneous Expense Report

INDEX NO.

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INSTRUCTIONS

- Type or print in black ink. **DO NOT** use pencil or colored ink.
- Use worksheet areas for calculation.
- Sign form when complete.
- Any expenses** must be accompanied with a receipt.
- Mail completed form with receipts to:

**Family RV Association
ATTN: Accounting Dept
8291 CLOUGH PIKE
CINCINNATI OH 45244-2796**

* FAX EXPENSE FORMS TO 513-474-2332

Questions?

Call 1-800-543-3622

Brian Bacik - extension #237
bbacik@fmca.com

- If Chapter or Area Rally visit, give name of Chapter or Area
- If attending Executive Board Meeting, give sub committee
- If attending training or seminar, give reason
- If miscellaneous travel or inter-city office travel, give reason
- If attending Miscellaneous Committee Meetings, name committee

4. Enter time of day and date you left home/office/previous destination and return time and date

5. Enter total from mileage worksheet. Mileage should be actual odometer reading from departure to arrival at destination by car or recreational vehicle or mileage by car to and from airport. Current IRS rate is \$.70 per mile for automobile.

Meal expense is at the rate of up to \$68.00 per day. Lodging and meal per diem is \$247.00 in cities designated high cost and \$178.00 in all other cities. Receipts are required.

6. Postage, Office Supplies and Telephone are allowable expenses, but not charged against a National Officer's individual budget

MEAL EXPENSES WORKSHEET – Week One									
DATES	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /	TOTAL
Breakfast \$16.00									
Lunch \$19.00									
Dinner \$33.00									
Total \$68.00									

Week One - MEAL EXPENSES TOTAL _____

MEAL EXPENSES WORKSHEET – Week Two									
DATES	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /	TOTAL
Breakfast \$16.00									
Lunch \$19.00									
Dinner \$33.00									
Total \$68.00									

Week Two - MEAL EXPENSES TOTAL _____

TOTAL MEAL EXPENSES _____

Receipts are required for reimbursement.

SIGNATURE

DATE



Attach ALL receipts

AD17-01/25