

Kappa Kappa Psi & Tau Beta Sigma Personal Travel/Expense Reimbursement

Name:		<input type="checkbox"/> KΚΨ <input type="checkbox"/> TBΣ	Begin Date:	
Travel From:				
Travel To:				
Office, Group or Committee				End Date:
Purpose of Trip: (required)				
Charge To: (see tab below)				

Misc. Expenses:		Total	\$ -
Misc. Expenses:		Total	\$ -
Car Rental:		Total	\$ -
Fuel Expense:		Total	\$ -
Other Transportation:		Total	\$ -
Airfare	From:	To:	Total
Mileage (use tab below):	0	miles	\$ 0.560 per mile
Tolls:		Total	\$ -
Conf Registration Fees:		Total	\$ -

Dates of Travel	Meals incl. Tips		Lodging	Limo/Taxi or Bus	Parking	Misc. Tips	Totals
	Restaurant & Names of Individuals	Meal Cost					
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
Totals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						Total	\$ -

Miscellaneous Reimbursable Purchaes			
Date	Merchant	Items & Explanation	Totals
			\$ -
			\$ -
			\$ -
			\$ -
			Total
			\$ -

Signature:		Total Expenses:	\$ -
Date:	9/20/2021	Less Cash Advance or Donation:	\$ -
Address: (required)		Total Amount Due:	\$0.00
	For Donations:	If making a donation, please list the appropriate category or fund.	
	Notes:		

Please submit a separate report and receipts for each major event within 30 days.

Please submit Mileage Calculation worksheet if requesting a mileage reimbursement.

Send to Kappa Kappa Psi & Tau Beta Sigma NHQ, P.O. Box 849, Stillwater, OK 74076-0849 / hqna@kkytbs.org

Mileage Calculation Worksheet

Please use a map site to determine mileage

Date	From	To
Total Mileage:		

N/A
TBS-Other
TBS-National Council
TBS-Counselor Travel
TBS-CVA Travel
TBS-Board of Trustees
TBS-Investigation
TBS-Alumni Association
TBS-Non Travel Expense
NXD-Travel
NHQ-Travel
NHQ-Expense
KKY-Other
KKY-National Council
KKY-Leadership Funds
KKY-Governor Travel
KKY-CFR Expense
KKY-Board of Trustees
KKY-Alumni Association
KKY-History Team
KKY-Investigation
KKY-Committees
KKY-Non Travel Expense