

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):		miles	\$
			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:		Less Cash Advance or Donation:	\$
		Total Amount Due:	
Address: (required)	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

