



330 John Carlyle St., Ste. 200, Alexandria, VA 22314

For Office Use Only

Expense Report

Purpose of Trip: _____

Address: _____

Date of Trip: From _____
To _____

Board/Committee/Staff Information:

Name _____

Please allow up to 4 weeks for processing of reimbursement. Thank you!

Clear Form

Date	Charged to NCOPE Directly (Yes/No)	Description	Hotel	Transport	Meals	Tips	Other	Personal Deductions	Misc	Total
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
Total										\$

Subtotal	
Cash Advances/Personal Deductions	
Total Due Traveler	

Signature: _____

NOTES: _____

Print

This expense voucher is designed to reimburse for actual allowable expenses paid out on official accreditation/association business. The items composing allowable expenses are listed below. This voucher does not constitute a legal document for tax purposes.

1. Plane, train, etc: Actual cost at coach rate to go by most direct route. If different routes or schedules are used, enter most direct route cost. Please take advantage of advance-purchase and other discounts
2. Personal auto: Auto mileage reimbursable for business at **.58 per mile**. (2019 IRS standard rate)
3. Rental car, taxi, or metro: Travel to and from business related function. Utilize the least costly, yet
4. Parking and tolls: Reimbursable for expenses incurred for business related functions.
5. Hotel-Motel: Actual billed costs (room/tax). Do not include other charges that are itemized elsewhere. If spouse accompanies traveler, list single room rates or deduct 1/3 from base room rate.
6. Meals: List meals, plus tips. Maximum authorized for breakfast, lunch and dinner is \$50.00 per day. ** This amount includes beverages. In the event the meal allotment is exceeded without explanation, the
7. Tips: Tips for baggage service (doorman, bellboys, porter, etc) will be limited to \$1.00 for initial bag and
8. Other: Items not specifically identified above.

When completing this form, please adhere to the following guidelines:

1. The purpose of trip must be explicit to allow for proper allocation of expenses.
2. List separate entries for each occasion on which expenses have occurred.
3. Attach receipts for all expenditures. **Receipts are mandatory.**
4. List names of any other persons who are included in your meal charges, noting their business
5. All expenses submitted that are over the authorized amount will require the approval of NCOPE's
6. **Expense Reports** must be submitted with 30 days of expenditure to be eligible for reimbursement.