

Expense Report



Period	
From:	<input type="text"/>
To:	<input type="text"/>

Purpose:

Name:
 Address:

Signature:

Date	Description	Air & Trans.	Lodging	Miles Driven	IRS Rate of \$0.585	Meals & Tips	Entertain ment	Other	Total
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-
					0.00				-

Subtotal	\$	-
Advances	\$	-
Total Reimbursement	\$	-

Note: 2022 Mileage reimbursement for personal car = \$0.585/mile

Itemized Expenses or Description for "Other"

Date	Description	Amount

*** Don't forget to attach receipts ***

 Authorized By Date

For Office Use Only

BUSINESS EXPENSE REPORT

Name _____ Date of Submission _____
must be submitted w/in 30 days of the meeting date

Date of Meeting _____ Meeting Name _____

Pertinent Facts Discussed:

What did you learn from the meetings?

Was this meeting valuable?

Was this meeting valuable?

Any Actions Approved or To Be Recommended:

Impact on BNAR:

Identify Position in Organization: Officer Local Director State Director Delegate National Director

- 1 _____

- 2 _____

- 3 _____

- 4 _____

- 5 _____

- 6 _____

- 7 _____

- 8 _____

- 9 _____

- 10 _____

- 11 _____

- 12 _____

- 13 _____

- 14 _____

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