

2023 Staff Advisors Expense Reporting Form

For Internal Use Only

Dated Submitted
Consulting (66120)
National Event (66300)
Regional Event (61350)

Region

Consultant	Event

MEALS

Specific daily limits should not exceed \$25
Breakfast, \$35 Lunch, \$25 Snack, \$65 Dinner.

TRAVEL

"Lowest reasonable fare/accommodation"
should be utilized when choosing vendors.

MEALS

Type of Meal	Restaurant/Vendor	Date	Total Including Tips

Meals Total

AIR

Description	Vendor	Date	Total Including Tips

Air Total

LODGING

Description	Vendor	Date	Total Including Tips

Lodging Total

TRANSPORTATION

Description	Vendor	Date	Total Including Tips

Transp. Total

FEES

Description	Qty	Date	Total

Fee Total

If you have any notes, please add them below:

Grand Total