



Society of American Military Engineers Regional Vice President Expense Report

Receipts Required for All Reimbursable Expenses

Name:	Date:
Mailing Address:	
Travel Dates:	Trip to (Name of Post):

Purpose Of Trip: Officer installation IGE event Industry Day Small Business event Social/Holiday event Other _____

EXPENSES	DESCRIPTION	Amount	Account	Project Code
Air Travel			5510	490
Lodging			5510	490
Economy Rental Car and Gas			5510	490
Postal Leaders Lunch or Dinner			5510	490
Member Recognition			5510	490
Privately Owned Vehicle \$0.53.5 cents per mile outside your local area (50 miles+)			5510	490
TOTAL EXPENSES				

ADDITIONAL NOTES:

In what capacity did you meet with the Post BOD? _____

What topics/issues were discussed? _____

Outcomes from the visit: _____

What, if any follow up or assistance does the Post require from the RVP and/or National Office? _____

Allowable Expenses Include: Airfare, lodging, economy rental car (including gas), hosted meal with Post Leaders and Member Recognition which can include a Gift Card or other gift not to exceed \$50.00. If using a privately owned vehicle to travel outside the local area (50 miles), SAME will reimburse for mileage at the 2019 IRS Standard Mileage rate of \$0.53.5 per mile. Provide Map route directions to support mileage. Airfare will be reimbursed for only economy fare and at a price purchased at least 14-days in advance of travel. **Expense form with receipts must be submitted within 30 days of travel.**

Submit receipts and expense report to SAME National Office, Jill Murphy: jmurphy@same.org

I request reimbursement for these travel expenses to support post operations in my region.

RVP Signature

Date

Authorization by Jill Murphy

Date