



SAME National Leadership Expense Report

Receipts Required for All Reimbursable Expenses

Name:		Date:
Mailing Address:		
Travel Dates:		Trip to (Name of Post):
Purpose Of Trip: <input type="checkbox"/> Officer installation <input type="checkbox"/> IGE event <input type="checkbox"/> Industry Day <input type="checkbox"/> Small Business event <input type="checkbox"/> Social/Holiday event <input type="checkbox"/> Other _____		

EXPENSES	DESCRIPTION	Amount
Air Travel		
Lodging		
Economy Rental Car and Gas		
Postal Leaders Lunch or Dinner		
Member Recognition		
Privately Owned Vehicle \$0.65.5 cents per mile outside your local area (50 miles+)		
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. If using a privately owned vehicle to travel outside the local area (50 miles), SAME will reimburse for mileage at the current IRS Standard Mileage rate of \$0.65.5 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.**

RVPs submit receipts and expense report to SAME National Office, Jill Murphy: posts@same.org

NLT submit receipts and expense report to SAME National Office, Kathy Off: koff@same.org

I request reimbursement for these travel expenses as a volunteer national leader.

SAME National Leader Signature

Date

Authorization by Jill Murphy or Kathy Off

Date