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## TRAVEL EXPENSE & REIMBURSEMENT FORM

(Due within 30 days of travel)

### PLEASE SELECT ONE:

REIMBURSE CITY/TOWN (CHECK MADE PAYABLE TO CITY/TOWN): \_\_\_\_\_  
OR

REIUMURSE EMPLOYEE (CHECK MADE PAYMENT TO INDIVIDUAL): \_\_\_\_\_

Date \_\_\_\_\_

Name: \_\_\_\_\_ City: \_\_\_\_\_

For Period From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_ Mode of Travel: \_\_\_\_\_

### EXPENSES:

Conference Registration Fee	\$ _____
Lodging	\$ _____
Meals (include itemized receipt, alcohol not permitted)	\$ _____
Transportation (taxi, car rental, airfare)	\$ _____
Total mileage (2020 IRS Rate: \$0.57.5 per mile)	\$ _____
Tips (non-meal tips for service)	\$ _____
Parking & Bridge Tolls	\$ _____
Other (please specify) _____	\$ _____
<b>Total Costs</b> Paid by Attendee	\$ _____

(ATTACH ORIGINAL HOTEL AND OTHER RECEIPTS)

Signature: \_\_\_\_\_  
Attendee

Approved: \_\_\_\_\_  
REMIF General Manager

SUBMIT COMPLETED FORM TO HEATHER MCGROARY AT [hmcroarty@remif.com](mailto:hmcroarty@remif.com)

(updated on 02/21/20)