



**BOARD OF DIRECTORS
EXPENSE REPORT FORM**

EXPENSES OF _____ DATE _____
NAME _____
COMPANY _____
ADDRESS _____ Make check payable to:
CITY, STATE & ZIP CODE _____ Me _____ Company _____

MEETING DATE _____ LOCATION _____

PURPOSE _____

PLEASE READ INSTRUCTIONS ON REVERSE SIDE

1. TRANSPORTATION:

Direct route airplane or railroad fare:
(attach copy of ticket)

FROM _____ TO _____ \$ _____

AUTO TRAVEL: Miles _____ x 53.5 cents = _____ \$ _____

2. HOTEL: Enter only room charges and taxes(attach hotel bill) \$ _____

3. INCIDENTALS: Itemize and attach receipts of \$25 or more \$ _____

DATES _____

MEALS AND TIPS \$ _____ \$ _____ \$ _____ \$ _____

TAXI/PARKING/PHONE \$ _____ \$ _____ \$ _____ \$ _____

TOTAL INCIDENTALS \$ _____

TOTAL EXPENSES \$ _____

SIGNATURE _____

For office use only

<u>Account Number</u>	<u>Amount</u>
# _____	_____
# _____	_____
# _____	_____

Please submit this form for reimbursement
of expenses immediately after the conclusion
of your meeting to:

U.S. APPLE ASSOCIATION
7600 Leesburg Pike, Suite 400 East
Falls Church, VA 22043

TEL: 703-442-8850/FAX: 703-790-0845

U.S.APPLE ASSOCIATION EXPENSE REPORT INSTRUCTIONS

GENERAL

IRS regulations require documentary evidence such as a receipt or paid bill for travel and entertainment expenses of \$25 or more. Accordingly, requests for reimbursement for expenses of \$25 or more must be accompanied by a receipt which shows the date, name of vendor, vendor's location and separate amounts for each item. For travel expenses, copies of airline or railroad tickets showing actual cost, itinerary and fare basis are required to substantiate reimbursement. For hotel expenses, each night's lodging and each meal must be listed separately.

A reimbursement cannot be made for any expenses incurred by or for a spouse or for expenses of a personal nature.

Individuals traveling at USApple expense are expected to pay their own bills and to claim reimbursement for such expenses on this form. The completed expense form should be forwarded to the USApple office immediately following the trip so that prompt reimbursement can be made.

TRANSPORTATION

AIR: Reimbursement will be made for the actual cost of travel on USApple business, not to exceed the cost of direct route, coach class. The use of discounted or other economical fares is encouraged.

RAIL: The cost of direct transportation by rail plus the cost of roomette accommodations will be reimbursed.

AUTO: For trips of 500 miles or less to or from destination, reimbursement will be at the rate of **53.5 cents** per mile plus tolls. Reimbursement for trips exceeding 500 miles to or from destination will be in an amount equal to the cost of the most economical air transportation.

Reimbursement for use of automobile transportation to and from air or rail terminals will be **53.5 cents** per mile plus tolls and parking, or the cost of taxi fare.

HOTEL/MEALS

Reimbursement will be made for room charges (including taxes) and the cost of meals. If accompanied by a spouse, the room and board allowance on an American Plan (which includes meals) will be the amount equivalent to a single rate for the same accommodations. On a European Plan (which includes room only) 85% of the room charge will be allowed.

Reasonable expenses for meals not provided by USApple as part of a function, including meals in route for those traveling by rail or automobile, will be reimbursed.

Incidental expenses such as tips and telephone charges will be reimbursed.