

Request for Reimbursement

Office Approval :

FEDERATION OF STATE HUMANITIES COUNCILS

1600 Wilson Blvd., Suite 902

Arlington, VA 22209

703-908-9700

TRAVEL: Includes lowest possible coach airfare; train; bus; car rental; taxi; parking; and tips related to travel.

MILEAGE: Reimbursed at \$.50 cents per mile (as of July 1, 2008)

MEALS: Costs must be incurred in direct connection with Federation business. Specify whether meal is breakfast, lunch or dinner.

Maximum allowance is \$10-breakfast, \$12-lunch, \$23-dinner or \$45 maximum per day.

ORIGINAL RECEIPTS ARE REQUIRED FOR ALL EXPENSES EXCEPT MILEAGE AND METRO FARES.

DATE	Description/Purpose	Travel	Hotel	Meals	Misc.	TOTAL	Code
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
All original receipts must be attached to this form.		Totals:	\$ -	\$ -	\$ -	\$ -	
		Sub-totals from back:	\$ -	\$ -	\$ -	\$ -	

Make check payable to:

TOTAL EXPENSE:

AMOUNT DUE THE FEDERATION:

AMOUNT DUE YOU:

AMOUNT CONTRIBUTED:

\$	-
\$	-

I verify that the information on this form is true and correct:
(Payment will NOT be made without a signature.)

Signature _____

