

NASCOE TRAVEL EXPENSE CLAIM FORM

Name _____

Dates and Place Visited _____

Purpose of Visit or Billing _____

Expense (Attach Receipts)

1. Mileage _____ miles x \$0.725 = \$_____

2. Lodging \$_____

3. Airplane or Carrier \$_____

4. Meals \$_____

(total from attached meal expense logs)

5. List Other Expenses \$_____

(parking, registration, \$_____

cab, tips, etc.) \$_____

Total all Expenses \$_____

Advance Amount \$_____ Check #_____ Date_____

Total Amount Due \$_____

Signature and Title _____

Attach receipts and email to jessi.colgrove@nascoe.org or mail to Jessi Colgrove, 46070 SW 32nd Road, Odell, NE 68415

Indicate Reimbursement Preference

Veem

Check

Address you want check mailed to or email address used for Veem:

****NASCOE travel policy requires this form to be received by the NASCOE Treasurer within 30 days of travel date to be reimbursed****

Date Received _____ Date Paid _____ Check or Veem # _____

If claim is for a visit to a state convention and 2 NASCOE representatives spoke please furnish information below and copy of claim to the state for billing. NASCOE pays for one representative to attend, but any additional representatives are the responsibility of the state.

State of _____ is to reimburse NASCOE \$_____

Remarks: _____