

NASCOE TRAVEL EXPENSE CLAIM FORM

Name _____

Dates and Place Visited _____

Purpose of Visit or Billing _____

Expense (Attach Receipts)

1. Mileage _____ miles x \$0.625 = \$ _____

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 submit an invoice through Veem to nascoetreas@gmail.com.

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 6 months 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. States should make payment for half of each speaker's claim to NASCOE and submit to NASCOE Treasurer.

State of _____ is to reimburse NASCOE \$ _____

Remarks: _____