

Kappa Kappa Psi & Tau Beta Sigma Personal Travel/Expense Reimbursement

Name:		<input type="checkbox"/> KΚΨ	<input type="checkbox"/> TΒΣ	Begin Date:		
Travel From:						
Travel To:						
Additional Information:					End Date:	
Purpose of Trip:						
Charge To:	▼	▼	Select add'l category if splitting is needed			

Misc. Expenses:		Total	\$ -
Misc. Expenses:		Total	\$ -
Car Rental:		Total	\$ -
Fuel Expense:		Total	\$ -
Other Transportation:		Total	\$ -
Airfare	From:	To:	Total
	0 miles	\$ 0.535 per mile	\$ -
Mileage (use tab below):			\$ -
Tolls:		Total	\$ -
Conf Registration Fees:		Total	\$ -

Dates of Travel	Meals incl. Tips		Lodging	Limo/Taxi or Bus	Parking	Misc. Tips	Totals
	Restaurant & Names of Individuals	Meal Cost					
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
Totals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						Total	\$ -

Miscellaneous Reimbursable Purchaes			
Date	Merchant	Items	Totals
			\$ -
			\$ -
			\$ -
			Total

Signature:			Total Expenses:	\$ -
Date:	1/17/17		Less Cash Advance or Donation:	\$ -
			Total Amount Due:	\$0.00
Address:		Notes:		

Please submit a separate report and receipts for each major event within 30 days.

Please submit Mileage Calculation worksheet if requesting a mileage reimbursement.

Send to Kappa Kappa Psi & Tau Beta Sigma NHQ, P.O. Box 849, Stillwater, OK 74076-0849 / hqna@kkytbs.org

Mileage Calculation Worksheet

Please use a map site to determine mileage.

Date	From	To	One-Way Mileage

Total Mileage: 0

N/A

TBS-Other

TBS-National Council

TBS-Counselor Travel

TBS-Board of Trustees

TBS-Alumni Association

TBS-Visitation

NXD-Travel

NHQ-Travel

NHQ-Expense

KKY-Other

KKY-National Council

KKY-Leadership Funds

KKY-Governor Travel

KKY-CFR Expense

KKY-Board of Trustees

KKY-Alumni Association

KKY-History Team