



## Delegate Expense Report

**Expense Report should be completed and submitted by the delegate no more than 30 days after the event attended is over.**

Name:

Event:

Beginning Date of Event:

Ending Date of Event:

Location of Event (City, State):

### Expenses:

Name of Hotel:

Number of Days:

Event Registration Fee:

Airline Fee:

### Mileage:

Total Hotel Fees:

Total Number of Miles:

Mileage Rate:

Mileage Total:

Other Expense\*:

Taxi, Shuttle Expenses:

Description of Other Expenses:

Total Expenses:

Advance Received:

Net Expenses:

Chapter Reimb Amount: