

NERACOOS Expense Report

for travel and expense reimbursements

Instructions: Please fill out this form completely. See guidelines for more details, including mileage rate (www.gsa.gov/mileage) and meals.

Name:	Today's Date:		
Phone:	Travel Details (If requesting travel reimbursement)		
Address/City/ State/Zip:	Location:	TO:	FROM:
Purpose of Expense/Travel:	Date (s) of travel:	Start:	End:
	Time of travel:	Start:	End:

Expense Category	Day 1	Day 2	Day 3	Total	Notes
Meeting					
Registration Fee					
Travel					
Mileage (enter total miles traveled) or Car Rental					
Public Transportation/Taxi					
Airfare					
Parking					
Tolls					
Lodging					
Meals					
Supplies					
Other					
TOTAL	0	0	0.00	0.00	

For Office Use:

I hereby certify that the above total requested reimbursements are proper and allowable charges. If requesting travel support, I have maintained a valid operator's license and my vehicle has been registered and insured; that the above mileage is correct and was incurred for official business. In addition, I certify that this travel expense complies with the NERACOOS Travel and Expense Reimbursement Policy, as well as, Uniform Guidance 2 CFR 200.

Signature

NERACOOS Travel and Expense Reimbursement Guidelines

- * Please refer to the NERACOOS Travel and Expense Reimbursement Policy for complete details.
- * Complete and submit the Travel Expense Voucher within 30 business days of returning from travel.
- * All pertinent information should be supplied on the expense report including the purpose of the trip or expense, dates and destinations, details for daily claims, and unusual circumstances that affect the travel expenses should be fully explained (attach a separate sheet if necessary).
- * Attach original receipts for all travel expenses in excess of \$25.
- * Mileage reimbursement rates are available at www.gsa.gov/mileage
- * Reimbursement requests must comply with with Uniform Guidance 2 CFR 200. Any unallowable costs within will not be reimbursed.

- * Submit your reimbursement requests (with original receipts) to:
Emily Silva
NERACOOS
195 New Hampshire Avenue, Suite 240
Portsmouth, NH 03801
- * Or email in PDF form to: emily@neracoos.org