

PIONEER DISTRICT - BARBERSHOP HARMONY SOCIETY

Expense Reimbursement Form



Today's Date

Name

Address

City/St./Zip

Member/ID No.

Event

Event Dates

Return Completed Form To:
 Chris Berry
 4767 Stadler Road
 Monroe, MI 48162
 (734) 755-2926

| | U.S. | Explanation |
|---|------|-------------|
| Travel: | | |
| Airfare | | |
| Parking, Tolls, Shuttle (Specify) | | |
| Mileage (2018 - \$0.30 per mile) <input style="width: 50px;" type="text"/> miles | | |
| Lodging | | |
| Meal allowance: | | |
| Breakfast (2018 - \$5.00 per meal) <input style="width: 50px;" type="text"/> # of meals | | |
| Lunch (2018 - \$10.00 per meal) <input style="width: 50px;" type="text"/> # of meals | | |
| Dinner (2018 - \$20.00 per meal) <input style="width: 50px;" type="text"/> # of meals | | |
| Registration fees | | |
| Hospitality charges | | |

| | | |
|----------------------|--|--|
| Office: | | |
| Printing and copying | | |
| Postage | | |
| Supplies - Describe | | |
| Telephone | | |
| Miscellaneous | | |

Other:

List Other Expenses:

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Comments:

Subtotals =====

Grand Total (in U.S. funds) =====

| | | | | | | |
|--|---|--|--|--|--|--|
| <ul style="list-style-type: none"> * Attach vendor invoices and receipts. If applicable, purchase orders. * If needed, use additional forms for out-of-pocket reimbursements. * For independent contractors, please obtain EIN or Social Security Numbers. * The District is a tax exempt entity. * Please obtain Michigan State Sales Tax Exempt Forms before event to minimize or eliminate sales tax on purchases. | <p>Submitted by:</p> <p>Approved by:</p> <p>Date Approved:</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </tbody> </table> | | | | |
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