

2017-2018		Expense Report Other			
Name and Title:					
	Destination (City, Town)	Business Purpose	Max Allowable	Additional Expenses	Request This Trip Amount
Date:	Reno, Nevada	Mid Yr--Annual-- Other- Training			
		Number of Nights →	* Nights Max (Varies	Hotel Lodging (Name)	
		Number of Days →	*\$30.00 per Day	Two Days Per-Diem Max	
		Miles Traveled →	*.45 cents a mile	Transpotation	
		OR Flight Cost →			
NOTE:					
OTHER & Training: Hotel Requirements for Atlantis do not apply				TOTAL:	
* Travel: Car Vrs Flight. You will be paid the lesser of the two.					
Recommended Airline: SouthWest					
*Unit requesting Reimbursement must bo Approved for such, in advance.					
Return to Association Secretary					
With Receipts					
Association Secretary, Fred Reichelt					
P. O. Box 21597					
El Sobrante, Ca. 94820					
* Convention Account					
Or Designated Amount,ie \$300.00					