

National *Arts* Strategies  
**TRAVEL EXPENSE REPORT FORM**  
**2010 BUSINESS OF ARTS AND CULTURE PROGRAM**

**SEND TO:**

**Travel Assistance**

National Arts Strategies

1140 Connecticut Ave., NW, Suite 1212

Washington DC 20036

Please make reimbursement check out to: [CHOOSE ONE] **INDIVIDUAL** or **ORGANIZATION**

Name:

Title:

Organization:

Address:

Address 2:

City, State Zip:

Telephone:

Email:

Date Submitted:

Seminar Attended (Name/Date/Location):

ITEM/DESCRIPTION (each expense must appear on a separate line)	AMOUNT
<b>Hotel (6300)</b>	
	\$ -
	\$ -
	\$ -
<b>Transportation (train &amp; airfare only) (6310)</b>	
	\$ -
	\$ -
	\$ -
<b>Rental Car/Gasoline for Rental Car (6330)</b>	
	\$ -
	\$ -
	\$ -
<b>Taxi, tolls, parking, mileage, rapid transit, other travel expense (6390)</b>	
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
<b>TOTAL</b>	<b>\$ -</b>

\_\_\_\_\_  
*Participant's Signature*

Notes:

**EXPENSE SUBMISSIONS NOT MEETING ANY OF THE FOLLOWING WILL BE RETURNED.**

**Food expenses of any kind are ineligible for reimbursement.**

All expenses must be submitted within 30 days of the seminar.

Original receipts must accompany each expense submitted. Copies can be accepted for shared expenses only when another member of the team has submitted the original receipt. All receipts must either be printed on 8 1/2" x 11" paper or taped to 8 1/2" x 11" paper and attached to this form.

Only one seminar's expenses per form will be accepted; each individual should submit their own expenses on a separate form.

Receipts for shared expenses must indicate division of expense and with whom. A copy of the receipt must be submitted with each individual's expenses.

Only coach class airfare can be reimbursed.

A maximum of one rental car or mileage expense submission will be reimbursed per team unless the size of your team requires an additional vehicle.

NAS reimburses mileage at the rate of \$.46/mile. There is no reimbursement for gasoline purchased for use in personal vehicles. Mileage should be accompanied by an online calculation (e.g., Google Maps) of mileage from your office to seminar destination.

Expenses may not be submitted via fax or via email.

We reserve the right to refuse expenses which are excessive compared to typical costs for travel and lodging for the origination and destination cities. Please see <http://www.gsa.gov> (click on 'per diem rates') for a general guideline of expenses you may anticipate in your destination city.

Please note we can only reimburse participants who are able to attend the entire seminar. If you have any question about whether your schedule will make you ineligible for travel assistance, please contact us before the seminar for clarification.

Internet access fees, in-room entertainment, etc. are ineligible for reimbursement.