

REIMBURSEMENT SHALL BE MADE FOR REASONABLE OUT-OF-POCKET EXPENSE. IT IS NOT THE INTENT TO KEEP MEMBERS WHOLE.

DATE	LOCATION	1 TRANSPORTATION	2 LODGING	3 MEALS	4 OTHER	TOTAL EXPENSES	IDENTIFY BY TYPE ALL ITEMS IN COL 4, "OTHER"
TOTAL EXPENSE							

	Miles	Rate	Amount			
Mileage Calculation - Enter Miles				DATE PAID	CHECK #	

SUMMARIZE EXPENSES BELOW <u>OR</u> CHECK ONE:	Mid Year Meeting	This is a correct report of expenses incurred: Input dates below				
	Annual Meeting	DATES FROM:	To:			

POSTAGE			
REPRODUCTION		PRINT NAME	
MISCELLANEOUS		ASSOCIATION POSITION/CHAPTER NAME	
TRAVEL			
NEW CHAPTER / SOCIAL GROUP DEVELOPMENT		MAILING ADDRESS	
AREA MEETING EXPENSES			
TELEPHONE		CITY, STATE, ZIP	
TOTAL EXPENSES			
		YOUR SIGNATURE	DATE
		APPROVAL SIGNATURE	DATE

CHAPTER PRESIDENTS SEND REPORTS TO AREA VICE PRESIDENT. OFFICERS, CHAIRS, PAST PRESIDENTS SEND TO TREASURER.

**GENERAL INSTRUCTIONS - CRA 165**

Issued

1. Prepare report for all CRA expenses. Please complete online or print using ink.
2. Report the actual expenses and **attach supporting receipts**.
3. There is a limit on the combined meals and other costs (columns 3 and 4) of \$50.00 perday.
4. Total operating (**NOT** Mid-year or Annual Meeting) expenses should be summarized by classifications in the lower left section on page 1.
5. **If expenses were incurred at a Mid-year or Annual Meeting, check where indicated.**

**COLUMN 1 - TRANSPORTATION**

1. **Travel by Air**
  - A. Personal car mileage, shuttle or taxi from residence to and from airport.
  - B. Shuttle, taxi or other public transportation to and from airport to meeting place.
  - C. Roundtrip air, bus or train fare (the most economical class available), senior coupons, etc

**Note:** Trial program: if Spouse/1st Guest<sup>a</sup> is attending, the cost of 2 round-trip most economical class available fares will be entered in Column 1.
2. **Travel by Personal Car** (Use Calculation box below)
  - A. Personal car mileage to and from residence (via the most direct route) and the meeting place, plus tolls enroute, will be reimbursed at the current rate per mile\*, if the cost is lower than the most economical airfare.

**Note:** Trial program: if Spouse/1st Guest<sup>a</sup> is attending, the cost of 2 round-trip most economical class available fares will be entered in Line 1. The mileage driven is not doubled for Spouse/1st Guest<sup>a</sup> when attending.
3. **Parking**
  - A. Reasonable parking costs at transportation facility or hotel.

**COLUMN 2 - LODGING**

1. Enter only the single rate for lodging, or the special rate given to CRA, plus all taxes in this column.
- Note:** Enroute lodging and parking are not reimbursable.

**COLUMN 3 - MEALS**

1. Enter the cost of the Director/Alternate/Fellowship Program participant meals (including tips) up to a maximum of \$50 .
- Note:** Meals (including tips) may be claimed for day of arrival at and day of departure from the meeting place.

**COLUMN 4 - MISCELLANEOUS**

1. Enter only miscellaneous items in this column. Bellboy/maid tips, telephone, reproduction, postage, etc. Explain in the upper right-hand column, page 1.

**IF PERSONAL CAR IS USED**

1. LOWEST AVAILABLE PROMOTIONAL AIRFARE - - - - -		=	_____
MILEAGE TO AND FROM AIRPORT - - - - -	_____ miles @	=	_____
SHUTTLE, TAXI, ETC. TO AND FROM HOTEL - - - - -		=	_____
AIRPORT PARKING - - - - -	_____ days @ _____	=	_____
	<b>(1) TOTAL</b>		_____
2. ROUNDTrip AUTO MILES DRIVEN - - - - -	_____ miles @	=	_____
TOLLS ENROUTE - - - - -		=	_____
	<b>(2) TOTAL</b>		_____

**ENTER THE LESSER OF (1) OR (2) ABOVE IN COLUMN 1 - TRANSPORTATION**

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**Note:** Column 1, items 1C and 2A -Spouse/1st Guest<sup>a</sup> - (partner, significant other, family member, friend, caregiver, etc.)

\* The mileage rate will fluctuate and the Treasurer will advise when the IRS adjustments are announced. Please use the rate in effect when expense incurred