



6065 Barfield Road Atlanta, GA 30328-4402 Phone: 770.451.1831 Fax: 678.922.7750

2021 TRAVEL/EXPENSE REIMBURSEMENT REQUEST

From: _____

Title/ Position: _____

Meeting: _____

Place: _____

Date(s): _____

ITEM (Copies of receipts must be attached)	AMOUNT
Registration fee (Early Bird Only)	\$ _____
Room rate @ \$ _____ per day for _____ days	\$ _____
Round-trip tourist air fare	\$ _____
Ground transportation	\$ _____
_____ miles @ .56 cents per mile	\$ _____
Beginning mileage _____ Ending mileage _____	\$ _____
Other (please explain) _____	\$ _____
_____	\$ _____

TOTAL	\$ _____

Please make check

payable to: _____

Mailing address: _____

Signed: _____ Date: _____

Approved: _____ Date: _____

Note: Requests for reimbursement must be submitted within 30 days following completion of travel.