Bet Aviv
The Meeting House
5885 Robert Oliver Place
Columbia, MD 21045

Expense Reimbursement Form

Name: _____

Telephone: _____

Address: _____

E-Mail: _____

City, State, Zip _____ **Date** _____

Total Amount: _____ **Total Miles:** _____

Travel:

Date:	Event:	Registration Fee	Air/Rail	Lodging	Car Rental	Parking	Meals	Misc.	Misc. Explanation	Daily Totals

Purchases:

Date:	Purchase Description	Amount	Date:	Purchase Description	Amount	Date:	Purchase Description	Amount
Totals:			**Totals:**			**Totals:**		

Instructions: Save to your hard drive and fill in using Microsoft Word or Print and fill in by hand Please attach all receipts and send to Bet Aviv	
Item	Description
Name	Name of traveler (e.g., Suzy Congregant)
Address	Address of traveler (e.g., 5885 Robert Oliver Place)
City, State, Zip	City, State and Zip code of traveler (e.g., Columbia, MD 21045)
Telephone	Telephone of traveler (410-999-9999)
E-Mail	E-mail address of traveler (suzy@comcast.net)
Date	Enter the date you are submitting the form
Total Amount	Enter the total reimbursement amount (for conferences and purchases) for this expense form (e.g., $352)
Total Miles	Enter the total miles traveled to and from the conference (e.g., 100)
Travel Expenses	
Date	Enter each date you incurred expenses while at a conference (2/21/07)
Event	Enter the name of the event (e.g., URJ Biennial)
Registration Fee	Enter the registration fee for the conference (e.g., $250)
Air/Rail	Enter the total cost of the air or train fare (e.g., $252)
Lodging	Enter the daily cost for the hotel and any taxes (e.g., $116)
Car Rental	Enter the total cost of a car rental on the last day of the trip (e.g., $255)
Parking	Enter the daily parking fees incurred for the conference (e.g., $10)
Meals	Enter the daily cost of meals purchased during the trip (e.g., $14)
Misc.	Miscellaneous fees could include the cost of taxi or bus fare incurred to get to the conference or tolls (e.g, $3.50)
Misc. Explanation	Describe the purpose of the cost (e.g., taxi fare to and from the airport to the hotel)
Daily Totals	Enter the total amount spent each day across all categories (e.g., $359)
Totals	Enter the total amount for each category for the trip and the sum of the daily amounts (e.g., $559)
Purchase Expenses (Repeat for each purchase)	
Date	Enter the date the purchase was made (e.g., 2/27/07)
Description	Enter the purchase description (e.g., Dell Computer)
Amount	Enter the total amount of the purchase (e.g., $1,140)
Totals	Enter the total amount for the purchase(s) (e.g., $1,140)