



# Pi Delta Phi

## National French Honor Society

### *Expense Form for Executive Board Members*

NAME	EXECUTIVE BOARD POSITION
EVENT	LOCATION, DATE

*Please attach ALL receipts and submit to the Executive Director for reimbursement no later than one week after the event.*

TRAVEL							
• Air Travel	\$					.	
• Airport Parking	\$					.	
• Mileage (53.5 cents per mile, includes gasoline costs; approved 2017)	\$					.	
• Car Rental	\$					.	
• Rental Car (only) gasoline	\$					.	
• Shuttles or Taxis	\$					.	
• Other	\$					.	
	\$					.	
MEALS							
	\$					.	
	\$					.	
LODGING							
	\$					.	
	\$					.	
OTHER							
• Printing (charters, posters, etc.)	\$					.	
• Postage	\$					.	
• Office Supplies (charter envelopes, stamps, etc.)	\$					.	
• Online Fees: domain name renewal, webpage hosting, etc.	\$					.	
	\$					.	
	\$					.	
<b>TOTAL:</b>	\$					.	