

NC BAR ASSOCIATION/FOUNDATION

EXPENSE REPORT

Expenses incurred in connection with official business at the following function -

_____ in _____ on _____
(Event Name) (Location) (Date)

DAY OF WEEK	Mon	Tue	Wed	Thu	Fri	Sat	Sun
DATE							

EXPENSE CATEGORY

Breakfast							
Lunch							
Dinner							
Tips							
Air Transportation							
Hotel							
# _____ Miles @ \$ 0.58 /mile http://www.currentmileage.com/							
Postage							
Taxi							
Parking							
Miscellaneous							
1.							
2.							
3.							
Daily Totals							

Some choose to contribute to the NC Bar Foundation all or part of their expense reimbursement. Such contributions are tax exempt and will be acknowledged by a receipt.

Total Expenditures

Less: **Amount I wish to contribute to the NC Bar Foundation**

(Annual Patron Campaign which supports all our the NCBF's public services and pro bono projects)

\$ _____



Less: Advance _____

Net Amount to be paid to me \$ _____

Please print or type Name, Address & Telephone:

Name: _____ Address: _____

Phone Number: _____ Email Address: _____

SIGNATURE: _____ DATE: _____

Note: See reverse side for reimbursement policies

Reimbursement Policies

Reimbursement will be made for food consumed while on official business for the NCBA/NCBF. The reimbursement is limited to three meals per day.

Alcoholic beverage consumption is a personal expense.

Snacks are personal expenses and will not be reimbursed unless they are substitutes for meals and documented as such.

Reimbursement will be made for tips up to 20 percent of a bill. Tips in excess of 20 percent are personal expenses.

Personal phone calls will not be reimbursed.

Receipts are required for taxis. When taxis are necessary, the receipts should list pickup and delivery points.

Reimbursement for personal entertainment **will not be made**. This includes movies, golf, tennis, recreational vehicle rentals, walking tours, shows or any other such personal activity unless sponsored and pre-authorized for reimbursed participation by the NCBA/NCBF as a group activity.

Receipts are required for all expenses for which reimbursement is requested. Recognizing that there are times when obtaining a receipt is difficult and awkward, under special circumstances the NCBA/NCBF will make reimbursement for expenditure(s) without a receipt, **but documentation must include what was purchased, why and an explanation of why the receipt is missing.**

The IRS requires the **additional** following information for all meal expenditures of \$25 or more:

- X The business purpose of the meal.
- X Date and location.
- X Names and positions of individuals entertained, if applicable.

Requests for reimbursement submitted without proper documentation will not be paid until the proper documentation is presented.

When requesting reimbursement for air travel, you must submit the last portion of the ticket which is left after completion of travel. **Neither an itinerary nor a receipt for payment is sufficient.** If the required portion of the ticket is lost, proof of payment and a written explanation is required before reimbursement can be made. (An Electronic Ticket itinerary is sufficient for Electronic Tickets.)

Requests for reimbursement will be submitted on an official NCBA/NCBF Expense Report as soon as practical, but not later than 60 days following the expenditure. Expenses incurred in May and June must be submitted for reimbursement not later than July 15, in order to be accounted for in the proper fiscal year. **Requests not made in the time frames outlined in this paragraph will not be paid.**

Reimbursement for airline or hotel reservations will not be made until the actual trip has occurred.

Please return to:

NC Bar Association – CLE Department
PO Box 3688
Cary, NC 27519-3688
askcle@nbar.org or 919.677.1774 (fax)

{Expense Report.doc}Note: See reverse side for reimbursement policies