



National Field Archery Association

EXPENSE REPORT



Date: _____ Name: _____ Title: _____

Travel to: _____ Purpose of Travel: _____

PERSONAL EXPENSES

Date	Airfare	Baggage Fee	Car Rental	Personal Car Miles		Hotel	Per diem	Total Expenses
				Total Miles	0.45 per mile			

Total Personal Expenses

MISCELLANEOUS EXPENSES

Total Miscellaneous Expenses

Total Reimbursement

NFAA OFFICE USE ONLY

Date Approved: _____ Approved by: _____

Date Reimbursed: _____ Check Number: _____

Expense Breakdown: _____

Per diem reimbursements include all meals, tips and parking expenses.