

ARIZONA STATE COWBELLES, INC.

Expense Report

Submit to: ASC, PO Box 1033, Red Rock, AZ 85145

NAME: _____ TITLE: _____

DATE OF TRIP: _____ PURPOSE OF TRIP: _____

Date	Description	Car Miles ¹	Air Fare	Hotel	Meals ²	Taxi/ Shuttle	Parking	Phone	Postage	Other	TOTALS
TOTAL DUE											

- Mileage is calculated at 55.5¢. The number of miles should be noted in the description column; the dollar amount should be noted under Car Miles. ¹ASC covers Mileage for only ASC President. ASC does not cover Car Rentals - for your tax purposes only.
- Each trip must have a separate expense report with attached receipts. ²Meals beyond registration are not covered by ASC – for your tax purposes only.
- Tape original receipts to blank paper for speed in processing; if no receipts, you will not be paid for that expense.

SIGNATURE: _____ ASC Approval: _____

ALL REIMBURSEMENTS ARE SUBJECT TO BUDGET ALLOWANCES.
NOTE: TO ENSURE REIMBURSEMENT, YOU MUST FOLLOW THE GUIDELINES ON REVERSE SIDE.

ARIZONA STATE COWBELLES, INC.

Member Expense Report

TRAVEL REIMBURSEMENT POLICY. It is ASC's policy to reimburse for necessary and reasonable expenses incurred in connection with pre-approved ASC business. To be reimbursed for these expenses, ASC members must complete and sign an Expense Report form. The ASC Executive Board has final approval on expense reports prior to reimbursement.

GENERAL POLICIES. Documentation is necessary and essential for speed in processing. Credit card receipts will not be acceptable documentation of expenses. **ORIGINAL INVOICES OR RECEIPTS MUST BE SUBMITTED.** Original receipts for expenses should be numbered and TAPED to blank paper. The following classes of expenses require the type of documentation specified:

- Air Fare: Attach the original copy of "passenger receipt."
- Taxi/Shuttle: Attach dated receipt(s).
- Car Miles: **ASC covers mileage only for ASC President. ASC does not cover car rentals – for your tax purposes only.**
- Hotel: Attach the original hotel bill and receipts (In room movie rentals or laundry/dry cleaning will not be reimbursed).
- Meals: Original itemized receipts are required. Meals are usually included in registration expense. **Meals beyond registration are not covered by ASC – for your tax purposes only.**

ALL REIMBURSEMENTS ARE SUBJECT TO BUDGET ALLOWANCES.

Any expenses over the budgeted allocation are the responsibility of the individual.

ASC will reimburse you within 60 days after receiving your expense report. PLEASE SUBMIT YOUR EXPENSES NO LATER THAN 30 DAYS AFTER THE EVENT.

If your Expense Report with the appropriate detail has not been received by ASC 60 days after the event, the funds will not be available for distribution.

Snacks, alcoholic beverages, extra luggage, hotel movies, extra hotel nights, or excessive charges are not reimbursable expenses.

Regular or discounted coach class (economy, excursion, or promotional) airfare will be utilized for all travel by all ASC members. Dates of departure and return should be noted in the description column.

Mileage is calculated at the current Internal Revenue rate of 55.5¢. When, where, and why should be noted in the description column. Mileage is for your tax benefit -- ASC does not cover mileage, except for ASC President.

If you have questions filling out this expense report, please call the ASC Treasurer at 307-673-1121.