

ALSA Expense Report

Date: _____

Name: _____

Address: _____

Event Date(s): _____

Purpose: _____

Expenses:

Air Travel: _____

Auto (Mileage @ IRS Reg Amount): _____
(Attach Backup Info)

Lesser of Air or Auto: _____

Auto Rental: _____

Fuel: _____

Parking & Tolls: _____

Hotel/Motel _____

Meals: _____

Other: _____

Total: _____

* Attach all receipts *

** If you are using your vehicle for transportation, you will be reimbursed either the actual fuel expense or the IRS allowance per mile, (whichever is less). **

2015 IRS Regulations Mileage Allowance: 57.5 cents per mile

Signature: _____