AIA Arkansas
Expense Report

Name: ______________________ Event: ______________________

Dates: ______________________ Place: ______________________

Item	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Breakfast	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Lunch	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Dinner	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Meals Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Transportation (taxi, metro, etc.)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Parking/Tolls	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Misc. (Describe in Notes)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub-Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Deductions	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Per Diem Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Mileage (If personal Car)		miles x .57 =	$ -
Hotel	$ -		
Airline	$ -		
Car Rental (Total including gas)			
Total Reimbursement	$ -		

Notes:

RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT

Return to AIA ARKANSAS - 1020 W 4th Street, Ste. 400 - Little Rock, AR 72201 - (501) 661-1111