



AIA
Arkansas

AIA Arkansas Expense Reimbursement Request

318 S. Pulaski St., Little Rock, AR 72201

info@aiaar.org | 501.661.1111

Name:

Company:

Address:

Email:

Phone:

Event: 2018 AIA Arkansas State Convention

Date(s): Oct 17-20, 2018

Location: Hot Springs, Arkansas

RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT

	10/17/18	10/18/18	10/19/18	10/20/18			
<u>Item</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>
Breakfast							
Lunch							
Dinner							
Tips							
Baggage							
Transportation (taxi, metro, etc.)							
Parking/Tolls							
Misc. (Describe)							
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjustment							
Per Diem Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mileage (If personal Car)	miles x .545=			\$ -	Notes:		
Hotel							
Airline							
Car Rental (Total including gas)							
Registration & Fees							
Total Reimbursement	\$ -						

All reimbursement requests must be submitted via the provided expense sheet within 15 days of the event.

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