

2019 SCFMS Convention Travel Expense Statement

The Travel Expense Statement should be returned to the SCFMS Treasurer within 20 days of completion of travel. Report may be emailed (with scanned receipts if required) to [preferred method]

don.shurtz@gmail.com

or may be mailed to

Don Shurtz, 4004 Dublin Rd, Allen, TX 75002

1. Travel:

- Personal Vehicle, round trip (\$0.14 per mile, round trip plus local miles) _____
- Airline, Train, Bus (ticket receipt required) _____
- Rental Car (receipt required) _____
- Taxi Fare (receipt required for trips of more than \$25.00) _____
- Tolls _____

2. Lodging:

- Hotel, Motel, Campground, etc. (receipt required) _____
- Hotel cancellation fee, if necessary (receipt required) _____

3. Meals:

- Editor, Author, and Webmaster Breakfast (if attending, \$17.00) _____
- Awards Banquet (if attending, \$20.00) _____
- Actual meal expenses (receipts required) _____
- or**
- Per Diem in lieu of actual meals (\$ 5.00 for Fredericksburg)
 - Breakfast (number of meals at \$13.75) _____
 - Lunch (number of meals at \$13.75) _____
 - Dinner (number of meals at \$27.50) _____

4. Report preparation

- Postage / copy service (receipt required for amounts of \$15.00 or more) _____

5. Total Expenses _____

If total expenses are less than \$150.00, the balance must be returned to the SCFMS