

Rental Car (include gas)									
Mileage (include # of miles traveled)									
Mileage rate 2006 = 48.5 cents/mile									
Parking and/or Tolls									
Tips (other than meals)									
Miscellaneous (include explanation)									
DAILY TOTALS									
TOTAL AMOUNT DUE TO COMMITTEE/TASK FORCE MEMBER								\$	

Attach ORIGINAL receipts for all single expenses of \$25 or more.

Spousal travel included above ____ Yes ____ No (If yes, please provide details on back.)

If you had any expense other than lodging direct billed to your room, please attach details.

<p>I hereby certify the amounts declared in this report to be correct and necessary for business for NCULA in accordance with League Travel Policy</p> <p>X _____ Committee/Task Force Member Signature Date</p> <p>X _____ NCUL President Approval Date</p>	<p>Mailing address for check to be sent: (Checks must be made payable to Committee/Task Force Member)</p> <p>_____</p> <p>_____</p>	<p>Send all Travel Expense Reports to:</p> <p>Nebraska Credit Union League</p> <p>Attention: Accounting Dept.</p> <p>P.O. Box 45526</p> <p>Omaha, Nebraska 68145</p>
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Itemized Entertainment and Business Meals

Date	Guests and Business Relationships	Location	Description of Expense	Line of Business Discussed	Amount

Spousal Expense

Spouse's Expense - Reported as Taxable Incomes		
Complete this section only if written Authorization has been obtained per the League Travel Policy. (Attach summary or explanation.)	Transportation	\$ _____
	Meals	\$ _____
	Hotel	\$ _____
	Other _____	\$ _____

Suggested Instructions - to comply with corporate policy and to satisfy Internal Revenue Code requirements, ALL expense reports MUST be completed in detail as follows:

Complete all sections of the report in ink

Total the days and expense categories

Sign and date the report

Report information by day and by expense categories identified on the form

Attach ORIGINAL receipts for all single expenses of \$25 or more

Submit within 10 business days to the Nebraska Credit Union League