



The Robert H. Hilderbrand, Jr. Fund

Request for Reimbursement of Expenses

Please review the Expense Policies and Procedures of the Robert H. Hilderbrand, Jr. Fund (the "Fund") before completing this request for reimbursement. Each request for reimbursement must be made on this form and submitted to the National Association of Bond Lawyers (NABL). Receipts for paid expenses must accompany requests for reimbursement (except for gratuities and other like items for which receipts are not customarily available or proffered). Requests for reimbursement must be submitted within 30 days of incurring the expense.

Purpose of Expenditure:

Bond Attorneys' Workshop _____ Tax & Securities Institute _____ Fundamentals _____ Teleconference _____ Other _____
Attendee's Name _____
Attendee's Role (circle one) Speaker Participant
Date(s) of Meeting/Seminar _____
Location(s) of Meeting/Seminar _____

Description

Amount

Transportation:

Coach airfare or rail fare (attach ticket receipt)
Taxis or shuttle (provide details)

Rental car (limited to cost of taxi unless authorized)
Personal car (at current federal deductible amount)
Parking
Other
Total Transportation Costs:

Lodging:

Hotel room + tax: _____ nights at \$ _____
Total Lodging Costs:

Meals: (provide details as to location, names of persons included)

Total Meal Costs:

Other expenses directly related to NABL business: (please attach an itemized statement for items and services including telephone, photocopy, postage, delivery charges, gratuities, etc.)

Total Other Costs:

Total Reimbursement Requested: _____

Reimbursement checks shall be transmitted by the Fund to the appropriate governmental agency.

Name _____
Government Agency _____
Address _____
Address _____
City/State/Zip _____

Signature _____ Date _____