

National Association of Bond Lawyers

Request for Reimbursement of Expenses

Please review the applicable Expense Guidelines of the Association before completing this request.

Please complete and submit form within 30 days of incurring expense. All expenses for current year must be returned by Dec. 31.

Receipts must accompany this reimbursement request.

This request should be submitted to the Chief Operating Officer at the address below.

Purpose of Expenditure: Committee Meeting _____ Seminar Faculty _____ Board Meeting _____ Other _____

Name of Committee or Seminar _____

Other (explain) _____

Date(s) of Meeting/Seminar _____

Location(s) of Meeting/Seminar _____

Description	Amount
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Transportation

Coach Airfare (attach ticket receipt)	_____
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Taxis or shuttle (provide details)	_____
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Rental car (limited to cost of taxi unless otherwise authorized)	_____
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Personal car at current federal deductible amount of \$.54/mile	_____
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Parking	_____
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Tolls	_____
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Total Transportation Costs	_____
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Lodging

Hotel Room and tax: _____ nights @ \$ _____	_____
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Total Lodging Costs	_____
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Meals (provide details as to location, names of persons included)

Total Meal Costs	_____
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Other expenses directly-related to NABL business (please attach an itemized statement)

Total Other Costs	_____
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Amount of above expenses attributable to lobbying

Total Reimbursement Requested	_____
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Please make reimbursement check payable to (please type or print)

NAME _____

FIRM _____

ADDRESS _____

CITY/STATE/ZIP _____

Signature _____ Date _____

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