



FCA of Chicago

5519 W. Cumerland Avenue, Suite 1013 ☐ Chicago, IL 60656 ☐ 773/993-0657 ☐ FAX 773/913-0658

WEEKLY TRAVEL & MEETING EXPENSE REPORT

COSTS INCURRED BY ATTENDANCE AT _____ MEETING OR CONVENTION

HELD AT: _____ DATES FROM: _____ TO: _____

REIMBURSEMENT REQUEST SUBMITTED BY: _____

SIGNATURE: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PLEASE ATTACH COPIES OF RECEIPTS FOR ALL EXPENSES OVER \$25.00

- BOARD MEMBER PER DIEM ALLOWANCE (# DAYS * \$100.00)..... \$ _____
- AIRFARE..... \$ _____
- TRAIN..... \$ _____
- BUS..... \$ _____
- RENTAL CAR..... \$ _____
- PRIVATE AUTO (_____ MILES @ 56.5¢/MILE)..... \$ _____
- LIMO SERVICE (FROM REVERSE SIDE DETAIL)..... \$ _____
- TAXIS (FROM REVERSE SIDE DETAIL)..... \$ _____
- HOTEL..... \$ _____
- MEETING/CONVENTION REGISTRATION..... \$ _____
- MEALS (FROM REVERSE SIDE DETAIL)..... \$ _____
- ENTERTAINMENT..... \$ _____
- BEVERAGES (FROM REVERSE SIDE DETAIL)..... \$ _____
- PORTERS & BELLMEN (FROM REVERSE SIDE DETAIL)..... \$ _____
- OTHER..... \$ _____

TOTAL REIMBURSEMENT REQUEST..... \$ _____

DAY #1 DATE:	
BREAKFAST & TIP:	\$
LUNCH & TIP:	\$
DINNER & TIP:	\$
BEVERAGES & TIP:	\$
PORTERS & BELLMEN:	\$
LIMO SERVICE:	\$
TAXIS:	\$
OTHER:	\$

DAY #5 DATE:	
BREAKFAST & TIP:	\$
LUNCH & TIP:	\$
DINNER & TIP:	\$
BEVERAGES & TIP:	\$
PORTERS & BELLMEN:	\$
LIMO SERVICE:	\$
TAXIS:	\$
OTHER:	\$

DAY #2 DATE:	
BREAKFAST & TIP:	\$
LUNCH & TIP:	\$
DINNER & TIP:	\$
BEVERAGES & TIP:	\$
PORTERS & BELLMEN:	\$
LIMO SERVICE:	\$
TAXIS:	\$
OTHER:	\$

DAY #6 DATE:	
BREAKFAST & TIP:	\$
LUNCH & TIP:	\$
DINNER & TIP:	\$
BEVERAGES & TIP:	\$
PORTERS & BELLMEN:	\$
LIMO SERVICE:	\$
TAXIS:	\$
OTHER:	\$

DAY #3 DATE:	
BREAKFAST & TIP:	\$
LUNCH & TIP:	\$
DINNER & TIP:	\$
BEVERAGES & TIP:	\$
PORTERS & BELLMEN:	\$
LIMO SERVICE:	\$
TAXIS:	\$
OTHER:	\$

DAY #7 DATE:	
BREAKFAST & TIP:	\$
LUNCH & TIP:	\$
DINNER & TIP:	\$
BEVERAGES & TIP:	\$
PORTERS & BELLMEN:	\$
LIMO SERVICE:	\$
TAXIS:	\$
OTHER:	\$

DAY #4 DATE:	
BREAKFAST & TIP:	\$
LUNCH & TIP:	\$
DINNER & TIP:	\$
BEVERAGES & TIP:	\$
PORTERS & BELLMEN:	\$
LIMO SERVICE:	\$
TAXIS:	\$
OTHER:	\$

<i>PLEASE CARRY</i>	
<i>TOTALS FOR THE WEEK</i>	
<i>TO FRONT OF FORM</i>	
MEALS:	\$
BEVERAGES:	\$
PORTERS & BELLMEN:	\$
LIMO SERVICE:	\$
TAXIS:	\$
OTHER:	\$