



2023 Travel Reimbursement Form

Name:

Travel Dates:

Event:

Location:

*Please attach receipts for all out-of-pocket expenses noted below.
 Meals and tips have a maximum expenditure level of \$50.00 average per day.
 The volunteer mileage rate is 75% of the IRS rate of 65.5 cents per mile.
 Please return the completed form to OBAR within 30 days.*

Travel Dates:						Totals
Air/Train Fare						
Taxi						
Mileage (\$0.655 mi)						
Parking/Tolls						
Lodging						
Total Meals:						

TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT: _____

- Pick up Check (will call when ready)
- Mail Check (will be mailed to preferred address on file)

NOTES:

OBAR USE ONLY:

GL: _____

NAR / NCAR VQ-Winter / Legislative / Annual Staff Development

Approved: _____ Approving Signature: _____