NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION

Please submit to:
NEHA
720 South Colorado Blvd., Suite 1000-N, Denver, Colorado 80246
Phone: 303-756-9090 Fax: 303-691-9490

Expense Reimbursement Form

Please provide original and itemized receipts and submit within 10 days of travel.

Employee

Name Gina Bare
Address 5684 Vine Ave
City, ST, Zip Firestone, CO 80504

Signature Gina Bare
Project CIFOR Council Meeting
Location St. Paul, Minnesota

Date 9/19/2019

Date	Account Code	Description	Travel	Baggage	Lodging	Meals	Tips	Supplies	Misc.	Total
9/17/2019		Southwest Flight to/from St. Paul	$200.96							$200.96
9/17/2019		Hotel- 1 nights	$171.95							$171.95
9/17/2019		Uber ride From Airport to Hotel	$25.33							$25.33
9/18/2019		Uber ride From Hotel to Airport	$21.45							$21.45
9/17/2019		Miles from home to Denver International Airport 38 miles	$22.04							$22.04
9/18/2019		Miles from DIA to Home 38 miles	$22.04							$22.04
9/18/2019		Per Diem: $57 x two travel days	$114.00							$114.00
			$577.77							$577.77
									Sub Total	$577.77
									Subtract Advances	
									TOTAL	$577.77

Approved By

Manager:
Executive Director:
Accounting:

Current mileage reimbursement rate is .58

(X) *Reimbursement needed*
( ) *Payment needed*