

**Expense Reimbursement Form**  
**Send To:**  
**Uniform Law Commission**  
**111 N. Wabash Ave., Suite 1010**  
**Chicago, IL 60602**  
**Phone: (312) 450-6600 Administrative Fax: (312) 450-6612**

**Name:** \_\_\_\_\_

**Meeting Attended:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Dates Attended:** \_\_\_\_\_

*Check box if this is a new address*

\_\_\_\_\_

**Location:** \_\_\_\_\_

**Reimbursable Expenses\*:**

AIRFARE OR OTHER TRANSPORTATION TO MEETINGS				\$
HOTEL (LODGING ONLY --- Please correctly categorize all other items)				\$
TRANSPORTATION TO AND FROM AIRPORT TERMINALS				\$
MEALS				
DATE	BREAKFAST	LUNCH	DINNER	TOTAL
				\$
				\$
				\$
				\$
				\$
				\$
				\$
MISCELLANEOUS --- PLEASE DESCRIBE				
				\$
				\$
				\$
NON-REIMBURSABLE EXPENSES (FOR YOUR USE ONLY):				
<b>TOTAL REIMBURSABLE EXPENSES</b>				<b>\$</b>

Please attach supporting documents.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**\*Please refer to guidelines on reverse.**

## REIMBURSEMENT GUIDELINES

Categories on the reverse side include the following expenses:

### AIRFARE:

Charges for air travel to meetings. Only Super Saver fares can be reimbursed. Airfare over \$600 must be preauthorized by e-mailing [lcunneen@uniformlaws.org](mailto:lcunneen@uniformlaws.org) for approval.

### HOTEL:

Negotiated room rate for each night of the meeting, including all taxes. **Unless there are extenuating circumstances, if you miss the ULC published cut-off date for making hotel reservations at the group rate then you will be responsible for securing your own lodging and paying any hotel fees in excess of the group rate.**

### TRANSPORTATION TO/FROM AIRPORT:

Charges for travel to meetings via automobile. ULC follows IRS guideline for mileage rates. As of January 1<sup>st</sup>, the 2012 mileage rate for business travel is \$0.555 per mile. Please note the Conference will not reimburse mileage higher than the cost of a Super Saver round-trip airfare for the same destination.

### MEALS:

A reasonable cost for all meals incurred in connection with your participation at the meeting. The current limit for meal reimbursement is \$85 per person per meal. The dates and names of all additional individuals must be indicated when requesting reimbursement for meals. Remember that the Conference only reimburses for Committee members and Conference officers.

### MISCELLANEOUS:

- Telephone/Fax
- Copying
- Local Transportation
- Car Rental
- Tips
- Tolls

Other expenses must be reasonable and necessary to your participation at the meeting or the operation of the meeting itself. Car rental must be preauthorized by e-mailing [lcunneen@uniformlaws.org](mailto:lcunneen@uniformlaws.org) before your trip.

### **WE ARE NOT ABLE TO REIMBURSE FOR SUCH PERSONAL EXPENSES AS MOVIES, THEATER TICKETS, TOURS, ETC.**

Receipts for transportation to a meeting and hotel expenses must accompany the reimbursement request. **If any one of the above categories totals more than \$25.00, receipts must be included, or the amount must be broken into individual meals, fares, etc.** Expenses which are not clear will be returned for clarification.