

ETL EXPENSE REPORT FORM

ASE EDUCATION FOUNDATION ETL (check payable to and address it should be mailed)

|  |  |
| --- | --- |
| FULL NAME |  |
| HOME ADDRESS |  |
|  |  |
|  |  |

ASE EDUCATION FOUNDATION ON-SITE LOCATION

|  |  |
| --- | --- |
| SCHOOL NAME |  |
| ADDRESS |  |
|  |  |
| ON-SITE DATE(S) |  |

EXPENSES

|  |  |
| --- | --- |
| TRANSPORTATION |  |
|  Personal auto – miles driven \_\_ X 65.5 cents per mile | $ |
|  Airfare – if not prepaid by ASE EF | $ |
|  Other – taxi, tools, parking, baggage fees | $ |
| HOTEL – no minibar or movies | $ |
| MEALS | $ |
| OTHER EXPENSES – provide detail | $ |
| HONORARIA - $300 per meeting day | $ |
| TOTAL | $ |
|  |  |

**NOTE: ATTACH RECEIPTS FOR ALL EXPENSES**

Signature Date