

# North Carolina State Bar Expense Report

Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

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

Event Name & Location: \_\_\_\_\_

Please see instructions on the back to prepare this report.

Date	1. Meals			2. Transportation / Parking	3. Miscellaneous Expense
	Breakfast	Lunch	Dinner		
<b>Subtotal:</b>	\$ -	\$ -	\$ -	\$ -	\$ -

4. Total \$ Mileage ( # of miles from page 2) - X Rate 0.655 = \$ -

5. Airfare: \_\_\_\_\_

6. Hotel Charges: \$ -

**Total** \$ -

Comments or explanation:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Signature**

<b>For Accounting Use Only:</b>	
Per Diem:	\$ _____
Total Expenses:	\$ _____
GL:	\$ _____
GL:	\$ _____
GL:	\$ _____

Date	Number of Miles	Destination/ Purpose
<b>Total</b>	-	

**General Requirements:**

Itemized receipts **are required for all** reimbursements (except for cash tips).  
 Per Diem - For Officers, Councilors and DHC members only. Calculated by Accounting Staff for eligible individuals.

Expenses for entertainment items that are not part of a State Bar function will not be reimbursed.

Alcoholic beverages are never reimbursed.

Reimbursement forms must be filed within 90 days after the expenditure is made.

**Instructions for Expense Report Form:**

1. Meals include taxes and tip. Please provide itemized receipt that shows the items ordered, taxes and tip. Please note alcoholic beverages on the receipt.
  - a. Reimbursement for meals is limited to a maximum of \$100 per day, and a maximum of \$50 per meal.
  - b. Reimbursement for multiple people - If you pay expenses for others, please note the names of the additional people on the receipt. If the expense for your guest(s) is not reimbursable, the Accounting Department will determine the reimbursable amount for taxes and tip.
  - c. Food charged to a hotel room should be included in the hotel charge line item.
  - d. Expenses for meals purchased in lieu of attending a scheduled State Bar function at which a meal is provided without charge will not be reimbursed absent extenuating circumstances.
  
2. Transportation includes taxi, ride share trips (e.g. Uber & Lyft) and public transportation. Charges include taxes and tip. Parking includes taxes and tip.
  
3. Miscellaneous expenses - Description of expense can be written on the receipt.  
 Cash tips for housekeeping, bell hops, etc., should be included in this line item. Note the type of expense in "Comments or explanation."
  
4. Total \$ Mileage - 2023 mileage reimbursement rate is 65.5 cents/mile.
  
5. Airfare - includes any additional baggage fee but not upgraded seating.
  
6. Hotel charges - List total for all nights. May include room service and meals charged to the room.