

National Accrediting Commission of Career Arts & Sciences
 4401 Ford Avenue, Ste., 1300
 Alexandria, VA 22302

NACCAS EVALUATOR EXPENSE REPORT

**SUBMIT WITH RECEIPTS TO
 NACCAS VIA US MAIL ONLY.**

Evaluator Name: Joe Smith
 Evaluator Address: 123 Main Street
 Anytown, USA
 Phone Number: 555-123-4567

**Please submit expense report with receipts to NACCAS Accts Payable Dept.
 within 7 days of trip completion. RECEIPTS ARE REQUIRED FOR ALLEXPENSES.**

Provide information below if requesting per diem:
 Time you departed for trip on first day: **2:00 PM**
 Time you arrived home on last day: **9:00 PM**

| | Date(s) | Ref. Number | Name |
|------------------|-------------|-------------|------------------------|
| Schools Visited: | 1 9-Jan-12 | 123456-00 | ABC Beauty School |
| | 2 10-Jan-12 | 234567-00 | Academy of Cosmetology |
| | 3 11-Jan-13 | 999999-00 | The College of Beauty |
| | 4 | | |

Shaded Cells contain formulas - Do not enter data in those cells.

Do not include expenses paid directly by NACCAS - Please use a separate column for each date.

| Date | 8-Jan-13 | 9-Jan-13 | 10-Jan-13 | 11-Jan-13 | | | | | Total | ACCTG USE ONLY |
|--|--------------|---------------|---------------|---------------|-------------|-------------|-------------|-------------|---------------|----------------|
| Day of Week | TUE | WED | THU | FRI | | | | | NA | |
| Auto Miles Driven | 10 | | | 10 | | | | | 20 | |
| Auto Mileage(2) at \$0.565 per mile | 5.65 | 0.00 | 0.00 | 5.65 | 0.00 | 0.00 | 0.00 | 0.00 | 11.30 | 7173 |
| Air Fare including bag fees (1) | 25.00 | | | 25.00 | | | | | 50.00 | 7103 |
| Rental Car including gas (1) | | | | | | | | | 0.00 | 7163 |
| Parking(1) | 7.50 | 7.50 | 7.50 | 7.50 | | | | | 30.00 | 7193 |
| Tolls(1) | | | | | | | | | 0.00 | 7163 |
| Taxi or Shuttle(1) | | | | | | | | | 0.00 | 7163 |
| Per Diem (\$75 full day \$37.50 half day) | 37.50 | 75.00 | 75.00 | 75.00 | | | | | 262.50 | 7133 |
| Room with Tax (1) | | | | | | | | | 0.00 | 7123 |
| Honorarium \$175 (6) | 0.00 | 175.00 | 175.00 | 175.00 | | | | | 525.00 | 7050 |
| Other Expenses (describe below) | | | | | | | | | 0.00 | |
| Total | 75.65 | 257.50 | 257.50 | 288.15 | 0.00 | 0.00 | 0.00 | 0.00 | 878.80 | |
| Less Advances (enter as negative) | | | | | | | | | 0.00 | |
| Balance Due Evaluator (Balance Owed NACCAS) | 75.65 | 257.50 | 257.50 | 288.15 | 0.00 | 0.00 | 0.00 | 0.00 | 878.80 | |

If this report is not for school visits
 please indicate the purpose below:

Signature: Joe Smith

Date: 1/11/2013

NACCAS Approval(s):

Signature: _____

Date: _____

Signature: _____

Date: _____

The following are guidelines to be used in preparing expense reports for NACCAS:

- Receipts, originals or copies, must be attached (tickets(s) stubs, charge card copies or official receipts).
- Mileage is calculated at \$0.565 per mile.
 You must attach verification from website such as www.mapquest.com
- You must list school(s) visited at top of form.
- Provide an explanation for any unusual expense.
- Honorarium paid for travel days only when scheduled between 2 visits in the same week (e.g., Wednesday travel day between visits on Tuesday and Thursday). NACCAS Team Leaders receive \$225 per day.

SPACE FOR ADDITIONAL INFORMATION IF NECESSARY:

Airfare is baggage check fees.
 Mapquest for home to airport is enclosed with receipts.