

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:
 Evaluator Address:

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

Phone Number:

Provide information below if requesting per diem:

 Time you departed for trip on first day:
 Time you arrived home on last day:

	Date(s)	Ref. Number	Name
Schools Visited:	1		
	2		
	3		
	4		

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

Date									Total	ACCTG USE ONLY
Day of Week									NA	
Auto Miles Driven										
Auto Mileage(2) at \$0.565 per mile										7173
Air Fare including bag fees (1)										7103
Rental Car including gas (1)										7163
Parking(1)										7193
Tolls(1)										7163
Taxi or Shuttle(1)										7163
Per Diem (\$75 full day \$37.50 half day)										7133
Room with Tax (1)										7123
Honorarium \$175 (6)										7050
Other Expenses (describe below)										
Total										
Less Advances (enter as negative)										
Balance Due Evaluator (Balance Owed NACCAS)										

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

Signature: _____

Date: _____

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 the school(s) visited at top of form.
- Provide an expansion 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:
