



## 2020 Travel Claim Form

**Claimant Name** \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Dates of Trip \_\_\_\_\_

Destination \_\_\_\_\_

Purpose \_\_\_\_\_

<b>A. Your Travel Expenses</b>	
Your Ticket	
Taxi/Limo/Metro	
Parking/Tolls	
Rental Car & Fuel	
Baggage Handling Tips & Fees	
Other	
Private Auto	
Sub-Total	
<b>B. Spouse Travel Expenses</b>	
Spouse Ticket	
Spouse Tax Reimbursement (entered by Finance)	
Sub-Total	
<b>C. Subsistence Expenses</b>	
Hotel	
Meals	
Baggage & Service Tips – Hotel	
Other	
Sub-Total	
<b>D. Special Expenses</b>	
Telephone	
Audio Visual Support	
Other	
Sub-Total	
<b>Total Expenses</b>	

Signature of Claimant \_\_\_\_\_ Date \_\_\_\_\_

## Daily Travel Expense Record

\_\_\_\_\_  
(name)

### Paid by You

Date(s)								
<b>A/B. Travel Expense</b>								
Your Ticket								
Spouse Ticket								
Taxi/Limo/Metro								
Parking/Tolls								
Rental Car								
Fuel for rental								
Baggage Tips & Fees								
[other - specify]								
<b>Total private auto miles</b> (enter miles, not cost, in block to left)	<b>Mileage Rate is 57.5 cents/mile</b>							
<b>C. Subsistence Expense</b>								
Hotel								
Breakfast								
Lunch								
Dinner								
Total, all meals								
Baggage/Service Tips								
[other - specify] -- Hotel								
<b>D. Special Expense</b>								
Telephone & Postage								
Audio/Visual Support								
[other - specify]								
<b>TOTAL paid by you</b>								

### **In-Kind Contribution** *(please check your selection/s)*

In lieu of reimbursement, I wish to donate my entire reimbursement or \$\_\_\_\_\_ to the MOAA Foundation.

In lieu of reimbursement, I wish to donate my entire reimbursement or \$\_\_\_\_\_ to the Scholarship Fund.

### **In-Kind Contribution**

Please consider making a donation to MOAA's Charitable entities in the form of partial or full payment for your travel expenses. This contribution is tax-deductible to the extent allowable by law and will be recognized as a cash donation.

- The MOAA Foundation's tax identification number is 46-4219250
- The MOAA Scholarship Fund's tax identification number is 54-1659039