



New York State Bar Association

One Elk Street, Albany, New York 12207 • 518/463-3200 • <http://www.nysba.org>

TRAVEL REIMBURSEMENT FORM



Law, Youth and Citizenship

(Please print)

Name _____

S.S.# _____

School or Business _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____ Date of Trip _____

Purpose of Trip: _____

Please itemize expenses and attach the original receipts to claim form.

Mileage must include MapQuest or other documentation. EZ Pass account statement necessary for tolls

| TRANSPORTATION: | COST | ACCOMMODATIONS | COST | EXPENSES | COST |
|---|------|----------------|------|----------------------------|------|
| Round trip mileage _____ miles X .55 Cents | | Lodging | | Food or meals For event | |
| Coach round trip air/train fare | | Breakfast | | Supplies | |
| Tolls (allowable) | | Lunch | | Postage | |
| Airport Parking (up to \$10.00 per day) | | Dinner | | Other (please list) | |
| Taxi or shuttle (allowable) | | | | | |
| TOTAL | | TOTAL | | TOTAL | |

TOTAL REIMBURSEMENT (add all 3 columns)

(Signature)

(Date)

Eileen Gerrish

(LYC Director)

(Date)

LYC USE ONLY

CHARGE TO ACCOUNT # _____

**RETURN TO: Debra Taylor, NYSBA
Law, Youth and Citizenship Program, One Elk Street, Albany, NY, 12207**