LAI Travel and General Expense Authorization and Reimbursement Form

**Refer to the LAI policies for reimbursing travel expenses or general expenses for guidance on requirements for processing this form. Submit this form, receipts, and/or quotes to** [lai@lai.org](mailto:lai@lai.org).

|  |  |
| --- | --- |
| Requested by (Name of individual) | Date Submitted |
| total AMount | prior approval for any travel expense.  prior approval for any general expense greater than $500. |
| Description AND NECESSITY of expense and/or PROPOSED DATES OF EXPENSE. Please list each expense separately and what it was for (travel/meals/loding/other:   |  |  | | --- | --- | | amount | expense description | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | |

**Payable to:**

|  |
| --- |
| Name/Company |

**Send to:**

|  |
| --- |
| address |
| phone # |
| BANK SWIFT Code |
| iban# |
|  |

**Expense Type**

4000 – Facility Rental

4100 – Food & Beverage

4200 – Equipment Rental & Repair

4400 – Program Supplies

4500 – Advertising Expense

4600 – Program Printing

4700 – Program Postage

4900 – Other Program Cost

5010 – Professional Expense

5020 – Website Fees

5030 – Legal Fees

5100 – Office Expense

5310 – BOG Reimbursement

5311 – LAI Officer Travel

5510 – Member Comm’n/Marketing

5520 – Awards and Recognition

5800 – Chapter Assistance

5900 – New Chapter Funding

6900 – Miscellaneous