

FACT TRAVEL EXPENSE REIMBURSEMENT FORM

Traveler Information		Inspection/Event Information		
Name:		Inspection/Event Date:		
Organization:		Organization inspected/Event:		
Address for check to be mailed:		City:		
City:		State/Province:		
Province/State:		Zip/Postal Code:		
Zip/Postal Code:		Country		
Country:		Inspection report submitted:	Yes	No NA

Enter date for each column									TOTAL
Food – Breakfast									
Food – Lunch									
Food – Dinner									
Airline Tickets (if applicable)									
Lodging									
Taxi/Shuttle/Ride-Share									
Parking									
Car Rental (pre-approval required)									
Gratuities									
Miscellaneous									
TOTAL									

Reviewed by:

Date:

Approved by:

Date:

INSTRUCTIONS:

- For detailed information refer to the [Travel Guidelines and Expense Reimbursement Policy](#), ADM.1.1.004.
- Expenses must be itemized on a daily basis. Please attach all receipts. Unnecessary or non-reimbursable expenses will not be reimbursed.
- When no receipt is available, or the receipt is lost, contact FACT for additional instructions.
- If meal receipts include expenses for other team members, please provide the names of all individuals in attendance on a separate Word document.
- If airline expenses are paid directly by FACT, do not include these expenses. Include only airline expenses paid by you.
- Car rentals must receive prior authorization from FACT.
- Expenses will not be reimbursed prior to receipt of your completed inspection report.
- Send completed form and receipts to: fact@factglobal.org or FACT, 6901 Dodge Street, Suite 201, Omaha, NE 68132.