**Standing Rule**

**The FFGC President and the Vice Presidents shall be entitled to reimbursement for incurred travel expenses while on official business of his/her respective office, not to exceed an amount budgeted for such reimbursements annually. When requested within 60 days of travel, the President and Vice Presidents shall receive reimbursement for the cost of hotels, air travel and miles driven at a mileage rate determined by the IRS for miles driven in service of a charitable organization. Official business travel shall include but not be limited to attending the NGC, the DSR and the Florida Conventions, called FFGC Board Meetings and attending Symposia and Short Courses. Requests for Reimbursement shall be made to the FFGC Treasurer on a form adopted for such requests.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Mileage if Personal Vehicle Used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Business Conducted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Calculation of Total Expenses Charged on FFGC Credit Card: (Attach Receipts)

Airline Ticket: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Hotel Expenses: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Car: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Gasoline: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Expenses: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Charged to FFGC Credit Card $\_\_\_\_\_\_\_\_\_\_\_\_\_

Calculation of Total Expenses Requested for Reimbursement :( Attach Receipts)

Airline Ticket: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Hotel Expenses: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Car: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Mileage @ $.14 per mile: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Expenses: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Expenses Requested for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Reimbursement