

## **RVAR/SOMLS EXPENSE REPORT**

Travel on behalf of the:

- Rogue Valley Association of REALTORS®  
**OR** (check one)  
 Southern Oregon Multiple Listing Service

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

Title: \_\_\_\_\_

Business Event/Purpose: \_\_\_\_\_

**RECEIPTS ARE REQUIRED FOR ALL EXPENDITURES.**

Date										Totals
TRANSPORTATION:										
Air or Rail Fare										
Car Rental, Cab/Shuttle Fares, etc.										
Personal Vehicle										
Starting Odometer Reading										
Ending Odometer Reading										
Total Miles Traveled										
Multiply Total Miles X \$0.585										
Parking & Tolls										
LODGING:										
Room & Tax										
MEALS (including tip):										
Breakfast										
Lunch										
(Receipts required for ALL meals)										
Dinner										
Other										
REGISTRATION										
MISCELLANEOUS:										
(tips, telephone, copies, etc.)										
<b>Daily Totals</b>										

TOTAL EXPENSES \$ \_\_\_\_\_

LESS EXPENSES PREPAID BY OR BILLED DIRECTLY TO ASSOCIATION \$( \_\_\_\_\_ )

REIMBURSEMENT DUE \$ \_\_\_\_\_

I hereby certify that all expenses claimed were incurred on official business of the Rogue Valley Association of REALTORS® or the Southern Oregon Multiple Listing Service.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_