

Great Plains Federal Tax Institute – 2021 Expense Reimbursement Form

*Great Plains Federal Tax Institute
Expense Reimbursement Policy
Institute Faculty*

The Great Plains Tax Institute will reimburse Institute Faculty all reasonable and necessary out of pocket expenses relating to travel (commercial airfare, auto expense at the IRS mileage rate, etc.), transfers to and from the airport, meals and lodging. Faculty should prepare an expense reimbursement summary with appropriate documentation and submit it to the organization's treasurer for reimbursement.

Name _____
Mailing Address (for receiving reimbursement check)

Travel Expenses

Airfare	\$ _____
Ground Transportation	\$ _____
Auto Mileage _____ miles @ 56 cents	\$ _____
Parking/Tolls	\$ _____
Meal Expenses	\$ _____

Other Expenses

_____	\$ _____
_____	\$ _____

Total Reimbursable Expenses \$ _____

**Please complete and return this form, with documentation, by
December 15 to:**
James Anderson, Treasurer
BKD, LLP
1248 O Street, Suite 1040
Lincoln, NE 68508
jmanderson@bkd.com