

Great Plains Federal Tax Institute – 2025 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 @ 67 cents \$ _____

Parking/Tolls \$ _____

**Meal Expenses (Reimbursement for
alcoholic drinks is limited to \$50 per meal.)**
\$ _____

Other Expenses

_____ \$ _____

_____ \$ _____

Total Reimbursable Expenses \$ _____

**Please complete and return this form, with documentation, by
December 15 to:**

James Anderson, Treasurer

Forvis Mazars, LLP

1248 O Street, Suite 1040

Lincoln, NE 68508

James.Anderson@us.forvismazars.com