

**Great Plains Federal Tax Institute - 2018  
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)** \_\_\_\_\_

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***Travel Expenses***

<b>Airfare</b>	\$	_____
<b>Ground Transportation</b>	\$	_____
<b>Auto Mileage</b> _____ miles @ 54.5 cents	\$	_____
<b>Parking/Tolls</b>	\$	_____
<b>Meal Expenses</b>	\$	_____

***Other Expenses***

_____	\$
_____	\$
_____	
_____	

***Total Reimbursable Expenses*** \$ \_\_\_\_\_

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