

SAMPLE REIMBURSEMENT REQUEST

DATE: July 18, 2007 *(Date of Request)*

SUBMIT TO: Teresa Bullock - American Farmland Trust – P.O. Box 987 – DeKalb, IL 60115

PAYABLE TO: John Smith *(Indicate the name of the individual or organization the check should be made out to)*

SEND TO: 123 5th St., Chicago, IL 60554 *(Where you want the payment sent)*

Reimbursement for expenses incurred to attend “A Listening Session on Challenges and Opportunities in Managing Agricultural Operations for a Low-Carbon Economy” held in West Des Moines, Iowa on July 18, 2007.

MILEAGE				
Date	Purpose/Description/Number of miles	From	TO	\$ Amount (No. of miles x .485)
7/17/07	To Airport/60 miles	DeKalb	Chicago	29.10
7/18/07	Return fm airport/60 miles	Chicago	DeKalb	29.10
AIRFARE/BUS/TRAIN/ETC				
(Attach original receipts to form)				
Date	Purpose/Description	From	To	\$ Amount
7/17/07	Ticket on United	Chicago	Des Moines	250.00
PARKING/TOLLS				
(Attach original receipts to form)				
Date	Purpose/Description	From	To	\$ Amount
7/17/07	Toll to airport	DeKalb	Chicago	2.40
7/17/07	Airport parking			15.00
7/18/07	Tolls fm airport	Chicago	DeKalb	2.40
TAXI/SHUTTLE				
(Attach original receipts to form)				
Date	Purpose/Description			\$ Amount
7/17/08	Taxi from airport to hotel			5.00
7/18/07	Taxi from hotel to airport			5.00
HOTEL				
(Attach original receipts to form)				
Date	Purpose/Description			\$ Amount
7/17/07	Room			150.00
MEALS				
(Attach original ITEMIZED receipts to form)				
Date	Purpose/Description			\$ Amount
7/17/08	Breakfast			5.50
7/17/08	Dinner			12.50
OTHER				
(Attach original receipts to form)				
Date	Purpose/Description			\$ Amount
7/17/08	Tip for luggage			3.00
GRAND TOTAL				\$ 509.00

SIGNED: _____ **DATE:** _____