

## Council of Interstate Testing Agencies, Inc. Expense Reimbursement Voucher

<b>Name</b>		<b>Report Date</b>				
<b>Address</b>		<b>Social SS#</b>				
		<b>Meeting; Exam; Misc.</b>				
<b>Phone #</b>						
Expenses	Dates	Details		Amount		
<b>Transportation</b>		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental	<input type="checkbox"/> Other	\$
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental	<input type="checkbox"/> Other	\$
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental	<input type="checkbox"/> Other	\$
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental	<input type="checkbox"/> Other	\$
<b>Own car</b> (.555 cents per mile )		<b>Total Mileage:</b>			\$	
<b>Lodging</b> (excluding incidentals)		<b># Nights:</b>			\$	
<b>Per Diem</b> (1/2 Day \$170; Full Day \$300)		<b># Half Days</b> _____	<b># Full Days</b> _____		\$	
<b>Exam Staff</b> (\$175 a Day)		<b># Full Days</b> _____			\$	
<b>Photographers</b> (\$175 Full Day; \$88 ½ Day)		<b># Half Days</b> _____	<b># Full Days</b> _____		\$	
<b>TSA's</b> (\$400 per exam Day)		<b># Days</b> _____			\$	
<b>Other</b> (bellman, parking, luggage, etc)		<b>Purpose:</b>			\$	
		<b>Purpose:</b>			\$	
		<b>Purpose:</b>			\$	
		<b>Purpose:</b>			\$	
<b>Subtotal</b>					\$	
<b>Signature:</b>				<b>Date</b>		
<b>CITA OFFICE USE ONLY</b>						
<b>Deductions made by CITA</b>					\$ (      )	
<b>Additions made by CITA</b>					\$	
<b>Total amount due</b>					\$	
<b>Approved By:</b>				<b>Date</b>		

Please attach receipts for transportation, lodging and any miscellaneous charges over \$25.00. CITA will NOT accept any faxed copies of expense forms. Forms may be scanned and emailed to Kelly Eller at the CITA office (keller@citaexam.com).

Sign and date the form and submit it to the CITA office within 30-days of expenses to:

**CITA**  
**1003 High House Road, Suite 101**  
**Cary, North Carolina 27513**  
**(919) 460-7750**