



The Holmes Partnership

Expenses paid for by the Holmes Partnership with regard to travel to the annual conference:

1. Lodging & meals to attend the board mtg held *prior to* the annual conference will be paid by the Holmes Partnership.
2. Registration fees to attend the annual conference are waived for current paid members of the board.
3. Meals with the Holmes Scholars at the annual conference will be paid by the Holmes Partnership.

Expenses paid for by Board Members with regard to the annual conference:

1. Board members pay for their travel, meals and lodging to attend the annual conference.

Expenses paid for by the Holmes Partnership with regard to travel to the board meetings:

1. *Reasonable* airfare, e.g. economy or coach class, meals, ground transportation and mileage will be reimbursed by the Holmes Partnership upon submission of original receipts and completion of the Travel Expense Report form. If the air travel was booked via Smith Travel, the board member will be responsible for payment of the fee for changes on a non-refundable ticket or no show.
2. Lodging and meals during the hotel stay will be paid by the Holmes Partnership unless the home office is **NOT** notified of a board member's cancellation; in which case the board member will be responsible for payment of the lodging.



The Holmes
Partnership

Travel Expense Report

Please complete and sign this form, return it with your **ORIGINAL receipts secured to a sheet of paper** to receive your reimbursement. Please mail to Susan Butkovic, The Holmes Partnership, PO Box 11697, Milwaukee, WI, 53211-0697. If you have any questions please contact Susan at 414-229-5702 or susanb@holmespartnership.org. Thank you.

Name: _____

Home Mailing Address: _____

Social Security #: _____ n/a _____ Are you a U.S. Citizen? Yes _____ No _____

Phone: (____) _____ E-mail: _____

Travel Dates: _____ Location: _____

Purpose: _____

EXPENSES

Transportation (airfare, trainfare) _____

Meals (Include receipts for meals over \$10.00)

Breakfast \$10 per diem _____

Lunch \$10 per diem _____

Dinner \$20 per diem _____

Ground Transportation: Bus/Shuttle/Taxi _____

Lodging _____

Parking _____

Auto Mileage _____ miles @ .35 per mile _____

TOTAL _____

 claimant's signature