

# Georgia ENA Request for Reimbursement of Funds or Travel Expenses

<b>Name:</b>				<b>Social Security Number:</b>			
<b>Address:</b>				<b>City, State, Zip:</b>			
<b>ENA Number:</b>				<b>Phone Number:</b>			
<b>Email Address:</b>							
<b>Reason or Purpose of Expense:</b>							
<b>Total Amount Requested:</b>							
<i>For Travel Expenses Only</i>							
<b>Meeting Location:</b>							
<b>Date Of Meeting:</b>							
<b>Meeting or Conference Fee:</b>						\$	
<b>Air Fare:</b>						\$	
<b>Ground Transportation:</b>						\$	
<b>Hotel: one night</b>						\$	
<b>Food:</b>						\$	
<b>Mileage (your car):</b>		miles X	\$0.44	per mile		\$	
<b>OTHER:</b>							
<b>Description:</b>						\$	
<b>Description:</b>						\$	
<b>Description:</b>						\$	
<i>Grand Total:</i>						\$	
<i>I submit this form for reimbursement of the above expenses and/or travel expenses. I understand that reimbursement is subject to all IRS regulations but not limited to non-deductability as a travel expense.</i>							
<b>Signature:</b>							
<b>Note: Remember to attach all receipts and documentation of expenses. No reimbursement will be made without proper documentation. Reimbursement for car milage is only for your personal car used for GA ENA business. All reimbursements are subject to State Council approval.</b>							
<i>This Section For GA ENA Treasurer</i>							
<b>Date Paid:</b>							
<b>Amount:</b>							
<b>Check Number:</b>							
<b>Expense Category:</b>							