

ABRET REIMBURSEMENT FORM

Name		Date	
Address			
Event			
	DATES/DESCRIPTION	AMOUNTS	
TRANSPORTATION			
Approved Mileage/ Airfare			
Taxi/Groundfare/Parking (List individually)			
MEALS			
Combine meal amounts for each day, and include tip, if appropriate.			
LODGING			
Roommate:			
MISC. EXPENSES/ DESCRIPTION			

Please staple all receipts to this form and sign below

TOTAL

ADVANCE

BALANCE

ABRET Reimbursement Guidelines

For examiners who live within 55 miles of exam site:

- a. Mileage for driving between home and the exam site.
- b. Parking at the exam site.
- c. Meals totaling no more than \$80 for the weekend..

For examiners who live outside of the metro area:

- a. One half the room rate at a specified hotel
- b. Meals totaling no more than \$80 for the weekend..
- c. Parking at the exam site or ground fare between the hotel and exam site.

Exceptions to the reimbursement guidelines must be discussed and approved in advance.

ABRET does not reimburse for travel, car rental, personal phone calls, in-room movies, mini bar charges, etc.

Appropriate receipts must accompany the reimbursement requests.

ABRET will not reimburse for expenses incurred by non-ABRET individuals.

Send form and receipts to:
ABRET Executive Office
2509 W. Iles, Suite 102
Springfield, IL 62704