

For office use only: Date _____ Check Number _____

NOVELISTS, INC. EXPENSE REIMBURSEMENT REQUEST FORM: Non-Members

This form is to be used for Reimbursement of travel or other approved expenses incurred for the NINC by speakers and other authorized individuals who are not members of NINC.

Allowable types of travel expenses include business class airfare, taxi fares, mileage, and train fares where the expense does not exceed that of a business class airfare for that trip.

Please list your expenses on the form below (attach further sheets if needed) and attach the required documentation (receipts if available; other documentation where necessary.) This form should then be signed by the **pertinent committee chair** and emailed with the appropriate receipts to admin@ninc.com or mailed to:

Novelists, Inc.
PO Box 54
Hartland, MI 48353

Questions? Phone: 517-294-0765
Email: admin@gmail.com

Required documentation:

For travel: Submit receipts for airfare, taxi, or train fares over \$25.00. For mileage, submit odometer readings OR map trip documentation (eg Mapquest, Google Maps, etc.) For expenses under \$25.00 ONLY, please list; receipts will not be necessary. Use an additional page if necessary. Thank you!

Date of Expense: Amount: Type of Expense:

_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Total: \$ _____

Name of Member Requesting Reimbursement of Non-Member:

Approved by:

Board member or Committee Chair

Your name, address, email, and telephone number (Please write clearly):

