

**North Carolina State Extension Advisory Council
Travel Reimbursement Form (for Statewide and out-of-State Meetings)**

Name: _____ District: _____
 SS# (Only if you are filing for the first time): _____

Address: _____ City, State, Zip Code: _____

Departure Home Time/Date	Arrival Home Time/Date	Destination	Miles Traveled	Airfare	Taxi Shuttle Fees	Breakfast \$7.75	Lunch \$10.10	Dinner \$17.30	Lodging 65.90	Registration Fees	Total

****Include lodging and airline receipts**

Guidelines for claiming meals:
 Breakfast: Leave home by 6:00 a.m. or earlier
 Lunch: Leave home prior to noon or arrive home after 2:00 p.m.
 Dinner: Arrive home after 8:00 p.m.

This form is to be used for expenses related to the State Advisory Council meetings three times a year, the National Leadership Seminar, the State Extension Conference, 4-H Citizenship Focus, Emerging Issues Forum (other meetings that we ask you to attend as they come up that are not in your district or district related).

Mail to: Pam Dickson, 455 Research Drive, Mills River, NC 28759