



THE HONOR  SOCIETY OF

PHI KAPPA PHI
2010 NATIONAL CONVENTION

& TRADITIONS & TRANSITIONS

Responding to a World of Change
August 5-7, 2010  Kansas City, MO

TRAVEL EXPENSE FORM

for Official Voting Delegates (*one per chapter*)

Each delegate should claim reimbursement for travel expenses to the 2010 Convention as follows:

FOR THOSE TRAVELING BY PLANE

Air round-trip coach fare* from _____ to the Kansas City Airport \$ _____
(Submit documentation of reservations, including price.)

One night hotel stay at \$96/night (+ tax)**.....\$ _____
(Submit copy of hotel receipt.)

TOTAL.....\$ _____

FOR THOSE TRAVELING BY AUTOMOBILE

Complete both (a) and (b) below and claim reimbursement for the lower figure.

(a) Equivalent lowest economy round-trip coach fare*** from
_____ to the Kansas City Airport.....\$ _____

(b) \$.50/mile for _____ miles of round-trip auto transportation from
_____ to the Kansas City Airport Marriott.....\$ _____

One night hotel stay at \$96/night (+ tax)**.....\$ _____
(Submit copy of hotel receipt.)

TOTAL.....\$ _____

*Receipt required. Attach copy of ticket.

**Delegates must provide copies of hotel bill in order to be reimbursed.

***Please provide a travel agency estimate of equivalent air fare.

I certify that this expenditure was used for attending the Phi Kappa Phi Biennial Convention.

Convention Delegate

Institution

Chapter Number

Both parties agree that typing one's name above serves as a legal signature.

INSTRUCTIONS: To expedite reimbursement of your travel expenses, please submit this form to representatives at the registration desk prior to departure. Your check will be mailed to you within two weeks following Convention. Please print the name your check should be made payable to along with the address where it should be sent.

Name: _____
Address: _____

Phone: _____ (Home) _____ (Office)
E-mail: _____