

WSBC DELEGATE EXPENSE FORM

updated May 7, 2023

Please use for all WSBC Delegate expenses

Total of Expenses

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Date Submitted

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Name

Address

Phone

email

PLEASE ATTACH RECEIPTS

EXPENSE CATEGORIES	Amount
Albuquerque Airport/Hotel shuttle	
Bus to Logan Airport	
Airfare	
Airline Luggage fee (1 bag)	
Hotel room (NHI covers 6 nights - double occupancy)	
Meals: not to exceed \$50 a day	
	Meals at hotel
	Meals not at hotel
Mileage to Logan or MHT (NHI calculates @.45 mile)	
Tips (Hotel, bus/shuttle driver)	
Tolls	
Travel insurance	
Expense total amount	

NHI TREASURER USE ONLY

Date Intergroup Paid:
Check #