



Expense Report



NAME: _____

Nature of Business: _____

(Name of Seminar, Name of Board/Committee, Bar Exam Grading, etc.)

Make Check Payable To: _____

Check one: Idaho State Bar Idaho Law Foundation

Address: _____

Idaho Volunteer Lawyers Program _____ Section

Please complete separate reports if you have expenses due from different organizations.

All items must be accompanied by supporting vouchers (except mileage.) See reverse side for ISB/ILF Expense Policy.

DATE:								TOTALS
Transportation								
<i>Air</i>								
<i>To and From Terminals</i>								
<i>Auto Mileage</i>								
<i>.57 1/2¢ per mile (2020)</i>								
<i>.58¢ per mile (2019)</i>								
<i>Taxi</i>								
<i>Parking and Tolls</i>								
Lodging								
Meals								
<i>Breakfast</i>								
<i>Lunch</i>								
<i>Dinner</i>								
Miscellaneous								
<i>Tips</i>								
<i>Telephone</i>								
<i>Other (Itemize)</i>								
TOTAL EXPENSES								\$
								\$
Less Travel Advance Due, if applicable:								\$
Total Out of Pocket Expenses:								\$
Total to be Reimbursed to Payee:								\$
Total to be Returned to ISB/ILF:								\$

Signed: _____ Date: _____

Approved: _____ Date: _____