

# Expense Report - US

**The FreeBSD Foundation**

Submit Form with Original Receipts to:  
The FreeBSD Foundation  
5757 Central Ave, Suite 201  
Boulder, CO 80301, USA

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Country \_\_\_\_\_

Trip Ending Date \_\_\_\_\_  
Today's Date \_\_\_\_\_  
State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
Phone # \_\_\_\_\_

Trip purpose or Non-Trip Expense:

Total Expenses (Section I & II)	Less Cash Advances	Less Charges	Payment Due (US Dollars)
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Section I	Travel Expense								
Date									
Location Visited									
Airfare									
Mileage X (\$.41)									
Car Rental									
Taxi/Bus/Limo									
Other Transport.									
Parking, Tolls									
Lodging									
Conference Fees									
*Other Expenses									
								Total	

Note - Use another expense report if the trip is longer than 7 days.

Section II	Non-Travel Expense		
Date	Vendor	Items Purchased	Amount
			Total

Section III	*Other Travel Expenses Explanation (Enter amount in Travel Expense Table)

Payee Signature \_\_\_\_\_

Approved By \_\_\_\_\_  
Title \_\_\_\_\_ Date \_\_\_\_\_

Print Form