



# American Accounting Association Foundation

Teaching • Research • Pipeline • Impact • Diversity

## American Accounting Association Foundation Travel and Business Expense Report Form 2024

PAYEEE'S FULL NAME (First, Middle Initial, Last)	PAYEEE'S ADDRESS (Street, City, State, Zip Code)	SELECTION COMMITTEE NAME	TELEPHONE NUMBER
		Two-Year Bridge Symposium	

Use this form to report all business expenses for which you are requesting reimbursement. This form is to be used for non-employees. **Expense reports are due within two weeks of travel.**

INCLUSIVE DATES OF TRAVEL		BUSINESS PURPOSE OF TRAVEL
DEPARTURE DATE	RETURN DATE	

### TRANSPORTATION/LODGIN/MEALS/MISC

DATE	HOTEL (639)	TRANSPORTATION (930)	TOLLS/PARKING (930)	FOOD/BEV (640)	MISC (990)	MISC DESCRIPTION	SUBTOTAL
1							
2							
3							
4							
5							
6							
7							
8							
<b>SUBTOTAL</b>							

### MILEAGE

DATE	STARTING LOCATION	DESTINATION	MILEAGE	2024 RATE	TOTAL MILEAGE (930)
1				0.67	
2				0.67	
3				0.67	
4				0.67	
5				0.67	

**PLEASE RETURN FORM AND ALL DOCUMENTATION TO:  
BRYANT.BERNAL@AAAHQ.ORG**

<b>Total Expenses</b>	
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TRAVELER'S NAME (PRINT)	TRAVELER'S SIGNATURE	DATE
AUTHORIZER'S NAME (PRINT)	AUTHORIZER'S SIGNATURE	DATE

### General Ledger Coding (AAA Use Only)

Fund/Org Name	Fund (2)	Program (4)	Class (2)	Account (3)	Amount
AAA Fdtn TYBS Hotel	98	9820	60	639	
AAA Fdtn TYBS Travel	98	9820	60	930	
AAA Fdtn TYBS Food/Bev	98	9820	60	640	
AAA Fdtn TYBS Misc.	98	9820	60	990	

### FOR FINANCE USAGE ONLY

AP Entry	_____
Finance Review 1	_____
Finance Review 2	_____
Check Signer	_____