

National Accrediting Commission of Career Arts & Sciences  
 4401 Ford Avenue, Ste., 1300  
 Alexandria, VA 22302

**NACCAS EVALUATOR EXPENSE REPORT**

**SUBMIT WITH RECEIPTS TO  
 NACCAS VIA US MAIL ONLY.**

Evaluator Name:  
 Evaluator Address:

**Please submit expense report with receipts to NACCAS Accts Payable Dept.  
 within 7 days of trip completion. RECEIPTS ARE REQUIRED FOR ALLEXPENSES.**

Phone Number:

Provide information below if requesting per diem:  
  
 Time you departed for trip on first day:  
 Time you arrived home on last day:

	Date(s)	Ref. Number	Name
Schools Visited:	1		
	2		
	3		
	4		

**Do not include expenses paid directly by NACCAS - Please use a separate column for each date.**

Date										Total	ACCTG USE ONLY
Day of Week										NA	
Auto Miles Driven											
Auto Mileage(2) at \$0.555 per mile											7173
Air Fare(1)											7103
Rental Car (1)											7163
Parking(1)											7193
Tolls(1)											7163
Taxi or Shuttle(1)											7163
Per Diem (\$75 full day \$37.50 half day)											7133
Room with Tax (1)											7123
Honorarium \$175 (6)											7050
Other Expenses (describe below)											
Total											
Less Advances (enter as negative)											
Balance Due Evaluator (Balance Owed NACCAS)											

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NACCAS Approval(s):

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The following are guidelines to be used in preparing expense reports for NACCAS:**

1. Receipts, originals or copies, must be attached (tickets(s) stubs, charge card copies or official receipts).
2. Mileage is calculated at \$0.555 per mile.  
 You must attach verification from website such as www.mapquest.com
4. You must list the school(s) visited at top of form.
5. Provide an explanation for any unusual expense.
6. Honorarium paid for travel days only when scheduled between 2 visits in the same week (e.g., Wednesday travel day between visits on Tuesday and Thursday)

**SPACE FOR ADDITIONAL INFORMATION IF NECESSARY:**

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