

# BMW CCA Expense Report Form

Name \_\_\_\_\_ Date Submitted \_\_\_\_\_  
 Address \_\_\_\_\_  
 Signature \_\_\_\_\_ Telephone \_\_\_\_\_  
 Position/Office/Function \_\_\_\_\_  
 Date and Purpose of Expense \_\_\_\_\_

Administrative Expenses		Travel Expenses	
Expense Item	Expense Amount	Expense Item	Expense Amount
Parking	_____	Mileage _____ @ \$0.54	_____
Postage/Shipping	_____	Air Fare	_____
Stationery	_____	Rental Car	_____
Printing/Copying	_____	Taxi	_____
Advertising	_____	Gasoline	_____
Office Supplies	_____	Lodging	_____
Other	_____	Meals	_____
Other	_____	Tolls	_____
		Other	_____

Total Requested Reimbursement

Use of a personal automobile is currently reimbursed at a rate of \$0.54 per mile not to exceed the cost of the 21-day advance air fare. Gasoline cannot be charged additionally. Reimbursed air fare will not exceed the cost of the least expensive 21-day advance airline ticket. Rental car reimbursement will be based on the least expensive subcompact rate.

**Reports should be submitted within 30 days of expenditure**

### Administrative Action

Position	Action	Date
Authorized by		
BMW CCA National Office		

Computation for Reimbursement for Automobile Travel Expenses

- 1. Where did the trip originate? \_\_\_\_\_
- 2. What was the destination? \_\_\_\_\_
- 3. What were the total number of miles driven on official BMW CCA business? Include the round-trip mileage plus miles driven in and around the destination on official business. \_\_\_\_\_
- 4. Multiply the total miles from Step 3 times the current mileage rate (\$0.54 per mile). \_\_\_\_\_
- 5. What was the lowest, 21-day advance round-trip airfare between the airports closest to your trip's origin and destination? \_\_\_\_\_
- 6. Cost of ground transportation at origin:
  - a. Had you driven to the origin airport, what is the total round trip mileage between your house and the airport? \_\_\_\_\_  
Multiply this times the current mileage rate (\$0.54 per mile). \_\_\_\_\_  
For the duration of this trip, what would the least expensive long-term parking have cost? \_\_\_\_\_  
Add the parking and mileage figures together. **6a** \_\_\_\_\_
  - b. What is the lowest ground transportation fare to and from the airport you could have obtained? (Bus, shuttle, train, car, taxi, etc.) **6b** \_\_\_\_\_
- 7. Cost of ground transportation at destination:
  - a. At the destination estimate the cost of ground transportation to and from the official business site. \_\_\_\_\_
  - b. At the destination, what would the cost have been for the least expensive rental car available. Include in your estimate the cost of gasoline, parking and tolls, if any. \_\_\_\_\_
- 8. Add the lowest figure from either 6a or 6b with the lowest figure from either 7a or 7b. \_\_\_\_\_
- 9. Add the figure from Step 8 to the figure from Step 5. This should be the lowest possible cost for making this trip by air. \_\_\_\_\_
- 10. If you made the trip by automobile, you must use the lowest figure from Step 4 or Step 9 on the front of this form under the line "Automobile". \_\_\_\_\_