

Please complete the form below for reimbursement of expenses. Claim for lodging must include receipt. Map mileage may be claimed for travel to and from meeting (.42 per mile) if you drive your own vehicle. (Standard maximum daily allowance for lodging in Little Rock - \$71.00 plus tax)

NAME: (Please Print) _____

HOME ADDRESS: _____
(Street) (City) (Zip Code)

TITLE: _____

NAME OF AGENCY OR INSTITUTION: _____

TITLE OF CONFERENCE: _____

PURPOSE OF THE MEETING: _____

LOCATION: _____ **DATE:** _____

VEHICLE LICENSE NUMBER: _____

DATE	MILEAGE		NO. OF MILES	LODGING (ATTACH RECEIPT)	MEALS
	FROM	TO			

Please Sign (Name Only) All Copies Of The TR-1 Form Attached.

Do Not Write On The TR-1 Form - SIGN ONLY