



NCBFAA

**NATIONAL CUSTOMS BROKERS &
FORWARDERS ASSOCIATION OF AMERICA, INC**

VOICE OF THE INDUSTRY SINCE 1897

NCBFAA Travel Expense Reimbursement Voucher

Return completed forms to kmurphy@ncbfaa.org or, if needed, mmontgomery@ncbfaa.org

Name: _____

Firm: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: _____

Meetings Attended (List separately if more than one, per trip. Listing of codes on front.)

1. _____ Acct. Code: _____

2. _____ Acct. Code: _____

3. _____ Acct. Code: _____

Date & Location of the Meeting(s): _____

Travel Expenses:

Coach Air Fare, Train, Shuttle or Equivalent \$ _____

Hotel Room \$ _____

Ground transportation (please describe): _____

Total \$ _____

Original receipts attached?: Y/N

Make Check Payable to: _____

Date Submitted: _____ Signature: _____

(Please observe NCBFAA Policy & Procedures for Reimbursement of Travel Expenses as outlined on the reverse side of this form, attach copies of receipts for airline tickets, ground transportation and hotel bills, and submit as soon as possible but **no later than 60 days following each meeting for reimbursement; any request submitted after 60 days will be rejected.**)