|  |  |  |
| --- | --- | --- |
| **Tips to filing accurate and timely expense forms:** | Date: |       |
| * Keep a copy of the expense form for your records.
* Retain receipts of all expenses and attach them to the

expense form. * Designate if you are reporting in U.S. or Canadian dollars.
 | Submit to: | Kappa Kappa Gamma FraternityAttn: Finance Department6640 Riverside Drive, Suite 200 Dublin, Ohio 43017 |
| Name: |       |  |
| Address: |       |  |
|  |
| **E****ducational Workshop** |
| Date:        |
| Location: Columbus, Ohio |
| Subject: Leadership Academy  |
|  |
| **Expenses[[1]](#footnote-1)** |
| Please attach receipts for expense of one checked bag. |  | Baggage | Total\* |
| To Leadership Academy |  |  | $      |  |
|  |  | **Total due to me:** | **$** |
| **Note: Requests received after Sept. 30 will not be reimbursed.**  |
| **Payment Approval** |
|  |  |  | Headquarters use only: 01-69257 |
| Director of Education and Training |  | Director of Finance |  |  |

1. Maximum total baggage reimbursement is $25. Receipt must be provided.  [↑](#footnote-ref-1)