



**HOTEL/GROUND TRANSPORTATION EXPENSE FORM**

Hotel Reimbursement:

Per your contract agreement, MMPI will reimburse you for one night's hotel accommodation per speaking day. MMPI will not reimburse for charges other than room charge and applicable room taxes. MMPI will not reimburse incidental charges such as telephone calls, room service, movies, and/or recreation. Please submit a copy of your hotel bill attached to this form to our office by **July 14, 2017** for reimbursement.

Ground Transportation Reimbursement:

If you have incurred ground transportation costs, please attach the receipts to a separate sheet of paper and return them, along with this form, to our office by **July 14, 2017** for reimbursement.

Ground Trip Mileage:

If you have traveled by car to NeoCon, MMPI will reimburse you at .55 per mile plus parking. Please attach your receipts along with a MapQuest mileage confirmation and submit to Monica DeBartolo by **July 14, 2017**.

**\*PLEASE NOTE: GROUND TRANSPORTATION UP TO \$140.00 WILL BE REIMBURSED.**

Speaker Name: \_\_\_\_\_

S.S. Number or Fed Tax I.D. Number: \_\_\_\_\_

(Please note that taxes are not taken out. This is strictly for accounting's records.)

Travel Dates: \_\_\_\_\_

Check should be made payable to: \_\_\_\_\_

Mail to: (select one)  Home or  Company \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Ground Transportation Receipts:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**Amount:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Hotel: \_\_\_\_\_

\_\_\_\_\_

**Total:** \_\_\_\_\_

**Please return this form with applicable receipts and MapQuest mileage confirmations by July 14, 2017 to:**

Monica DeBartolo, Director of Programming  
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