



**PHILADELPHIA**

EXPENSE FORM

Hotel Reimbursement:

Per your contract agreement, MMPI will reimburse you for one night's hotel accommodation per speaking day or two nights stay if traveling from the West Coast. 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 and forward to our office by **November 30, 2017** for reimbursement.

Ground Transportation Reimbursement:

If you have incurred ground transportation costs (cabs fares, parking and/or train fare), please attach the receipts to a separate sheet of paper and return them, along with this form, to our office by **November 30, 2017** for reimbursement.

Ground Trip Mileage:

If you have traveled by car to NeoCon® East, MMPI will reimburse you at .55 per mile, plus parking. Please attach your receipts to this form and submit by **November 30, 2017**

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

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

S.S. Number: \_\_\_\_\_ Federal Tax I.D.: \_\_\_\_\_

(Please note, taxes are not taken out, this is strictly for accounting's records)

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

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

Mail to:  Home  Company \_\_\_\_\_

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

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

Ground Transportation Receipts:

Amount:

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

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

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

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

**Please return this form with original receipts by November 30, 2017 to:**

Monica DeBartolo, Vornado | Merchandise Mart • 222 Merchandise Mart Plaza, Suite 470 • Chicago, IL 60654