

# NC Farm Bureau Young Farmers & Ranchers

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Meeting \_\_\_\_\_  
Location \_\_\_\_\_  
Date \_\_\_\_\_

## **Expenses** *(Fields will automatically calculate if typed.)*

### Transportation – Auto

Mileage from Home Start \_\_\_\_\_ / End \_\_\_\_\_ = \_\_\_\_\_

Mileage Tour Start \_\_\_\_\_ / End \_\_\_\_\_ = \_\_\_\_\_

Mileage to Home Start \_\_\_\_\_ / End \_\_\_\_\_ = \_\_\_\_\_

Total Miles \_\_\_\_\_ x \$.50 \$ \_\_\_\_\_

### Receipts Required for:

Transportation – Air Travel \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Hotel *(If not paid by NCFB)* \$ \_\_\_\_\_

Miscellaneous *(description)* \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

I, \_\_\_\_\_, certify the information and receipts provided are a true and accurate account of expenses incurred as indicated.

\_\_\_\_\_  
*Initial Electronic Form OR Sign Hard Copy*

### EMAIL OR MAIL TO:

Audrey Brown

[audrey.brown@ncfb.org](mailto:audrey.brown@ncfb.org)

NC Farm Bureau

PO Box 27766

Raleigh, NC 27611

NCFB Approval \_\_\_\_\_

***Expense Reports MUST be turned in no later than 30 days  
from trip return date or payment may be denied.***