

BMW CCA Expense Report Form

Name _____ Date Submitted _____
 Address _____
 Signature _____ Telephone _____
 Position/Office/Function _____
 Date and Purpose of Expense _____

Administrative Expenses		Travel Expenses	
Expense Item	Expense Amount	Expense Item	Expense Amount
Parking	_____	Mileage _____ @ \$0.575	_____
Postage/Shipping	_____	Air Fare	_____
Stationery	_____	Rental Car	_____
Printing/Copying	_____	Taxi	_____
Advertising	_____	Gasoline	_____
Office Supplies	_____	Lodging	_____
Other	_____	Meals	_____
Other	_____	Tolls	_____
		Other	_____

Total Requested Reimbursement

Use of a personal automobile is currently reimbursed at a rate of \$0.575 per mile not to exceed the cost of the 21-day advance air fare. Gasoline cannot be charged additionally. Reimbursed air fare will not exceed the cost of the least expensive 21-day advance airline ticket. Rental car reimbursement will be based on the least expensive subcompact rate.

Reports should be submitted within 30 days of expenditure

Administrative Action

Position	Action	Date
Authorized by		
BMW CCA National Office		

Computation for Reimbursement for Automobile Travel Expenses

- 1. Where did the trip originate? _____
- 2. What was the destination? _____
- 3. What were the total number of miles driven on official BMW CCA business? Include the round-trip mileage plus miles driven in and around the destination on official business. _____
- 4. Multiply the total miles from Step 3 times the current mileage rate (\$0.575 per mile). _____
- 5. What was the lowest, 21-day advance round-trip airfare between the airports closest to your trip's origin and destination? _____
- 6. Cost of ground transportation at origin:
 - a. Had you driven to the origin airport, what is the total round trip mileage between your house and the airport? _____
Multiply this times the current mileage rate (\$0.575 per mile). _____
For the duration of this trip, what would the least expensive long-term parking have cost? _____
Add the parking and mileage figures together. **6a** _____
 - b. What is the lowest ground transportation fare to and from the airport you could have obtained? (Bus, shuttle, train, car, taxi, etc.) **6b** _____
- 7. Cost of ground transportation at destination:
 - a. At the destination estimate the cost of ground transportation to and from the official business site. _____
 - b. At the destination, what would the cost have been for the least expensive rental car available. Include in your estimate the cost of gasoline, parking and tolls, if any. _____
- 8. Add the lowest figure from either 6a or 6b with the lowest figure from either 7a or 7b. _____
- 9. Add the figure from Step 8 to the figure from Step 5. This should be the lowest possible cost for making this trip by air. _____
- 10. If you made the trip by automobile, you must use the lowest figure from Step 4 or Step 9 on the front of this form under the line "Automobile". _____

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