

**REPORT OF EXPENSE PAYMENT(S)
BY OUTSIDE ORGANIZATION**

This form must be completed by the employee on whose behalf actual and reasonable expenses in excess of \$75.00 are to be paid in order for the employee to participate in a meeting related to official or professional duties. PRIOR APPROVAL BY THE ETHICS OFFICER IS REQUIRED FOR ALL IN-KIND DONATIONS OF TRAVEL.

Name of Employee _____ Agency _____

Dates of Travel _____ Location _____

Purpose of event/meeting: _____

Name of organization which paid the expenses: _____

Does GSFIC, GBA, or SPC have a contractor/vendor relationship with this organization? (circle one) Yes No

If yes, describe your relationship to the organization: _____

Provide the following information regarding each paid expense:

Date of Expense	Type of Expense (travel, transportation, lodging, etc.)	Value of expense

Approximate total value of paid expenses _____

Additional Comments: _____
