



Please mail to: Kali Peterson
 SCAN Foundation, 3800 Kilroy Airport Way, Suite 400, Long Beach, CA 90806 within
60 days of event.

The

Name:						Phone:				
Company Name:										
Street Address:										
City:						State:		Zip code:		
Purpose of Meeting:						Date of Meeting:				
	Date of Expense (mm/dd/yy)									
Expense										
Air Travel (Total only)									0	
Hotel Accommodations									0	
Car Rental									0	
Taxi, Shuttle									0	
Parking									0	
Personal Car Mileage (\$.535 mile)									0	
Meals - Breakfast (\$15.00 max)									0	
Lunch (\$25.00 max)									0	
Dinner (\$30.00 max)									0	
									0	
Other (please specify):									0	
									0	
TOTAL									0	

Make check payable to:

Internal Authorizations:

Approved (PO):

Date:

GL #

Tax ID # or SS:	

GIN #	
Approved (DGA):	