



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)										
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):	