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

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 ($0.57 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:

Example:
John Smith
1234 Pine Avenue
Los Angeles, CA 90807

Tax ID # or SS:

Internal Authorizations:

Approved (PO):
Date:
GL #
GIN #
Approved (DGA):