



## Arbitrator Expense Report

All Amounts Entered in US Dollars

Budgeting purpose only (FINRA staff use only)

Arbitrator Name		Arb. ID:		Dept Name		Dept #		T&E #		0 0	
Mailing Address				Location		Proj / Life Cycle:				Overall Business Purpose:	
City, State, Postal Code											
* See below for Multiple Distributions											

Date	Transportation			Mileage			Lodging	Meals			Telephone Expense	Misc. Expense	Total
	Airfare / Rail	Car Rental	Taxi,Metro,Local Trans/Parking/Tolls	Rate	Miles Driven	Mileage Expense	Room & Tax Only	Breakfast	Lunch	Dinner			
				0.725		-							-
				0.725		-							-
				0.725		-							-
				0.725		-							-
				0.725		-							-
Sub-Total	-	-	-		-	-	-	-	-	-	-	-	-
Total	-	-	-			-	-	-	-	-	-	-	-
GL Code	SC237/SC242	SC239	SC244/SC241/SC245			SC251	SC107	SC120	Total Meals	-	SC232	SC-165	

### EXPLANATION OF MEALS & MISCELLANEOUS EXPENSES

DATE	PLACE	BUSINESS PURPOSE	AMOUNT	DUE ARBITRATOR:  Arbitrator Checklist State specific business purpose Attach documentation of prior approval if necessary. Send original with receipts for expenses of \$25 and above to: FINRA Dispute Resolution

\* Use this section to charge multiple Departments, Locations, Projects and Life Cycle (FINRA staff use only)

AMOUNT	ACCOUNT #	DEPT. #	LOCATION	PROJECT	LIFE CYCLE	I certify that the above information is complete and true and in compliance with FINRA policy					
						Arbitrator Signature:					
						Date:					
						Approver's Name:					
						Approved by:					
						Date:					

\*\*\*SEE INSTRUCTIONS TO COMPLETE THIS FORM\*\*\*