



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 City, State, Postal Code				Location	Proj / Life Cycle:		Overall Business Purpose:
* 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			
				0.625		-							-
				0.625		-							-
				0.625		-							-
				0.625		-							-
				0.625		-							-
Sub-Total	-	-	-		-	-	-	-	-	-	-	-	-
Total	-	-	-		-	-	-	-	-	-	-	-	-
GL Code	SC237/SC242	SC239	SC244			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)						I certify that the above information is complete and true and in compliance with FINRA policy		
AMOUNT	ACCOUNT #	DEPT. #	LOCATION	PROJECT	LIFE CYCLE	Arbitrator Signature: Date:		
						Approver's Name: Date:		
						Approved by: Date:		

SEE INSTRUCTIONS TO COMPLETE THIS FORM