

* Payable to: Rick GRABER

2016 TRAVEL & EXPENSE REIMBURSEMENT FORM

NAME: Suite Home Chicago DATES COVERED: July 16-31, 2016

LOCATION: Milwaukee, WI

A) **ADVANCE APPROVAL** (Required for all staff members. Applicable to Board Members in the case of foreign travel, special trips, conferences.):

Description:

CF 7/25/16 * see attached email - sent was charged to Rick Graber's credit card, and he will be reimbursed rather than Suite Home Chicago being paid directly for this amount.

Approved by: _____ Date: _____

B) **ACTUAL EXPENSES**

1. Actual expense summary:

Conference Fees _____

Airfare/Train/Bus _____

Car Mileage
(_____ mi x 54¢/mi) _____

Parking 125.00

Tolls _____

Taxi _____

Car Rental _____

Personal Meals _____

Business Meals* _____

Hotel/Lodging 2,096.00

Miscellaneous _____

TOTAL \$ 2,221.00

(Use reverse if necessary.)

2. Business Purpose & Benefit

For regular meetings and conferences, please attach conference agenda and describe benefit to the Foundation. For special and foreign trips or conferences, a written report is required regarding the purpose thereof and an evaluation of the activity, event, conference, meeting or interview attended that required the travel.

Check all applicable boxes:

- ☐ Research/discussion on policy issues and prospective grant opportunities
- ☐ Review and discuss grantee organization and operations
- ☐ Evaluate grantee performance
- ☐ Review proposed grant award(s)
- ☐ Presentation of speech, paper or panel participation
- ☐ Review and discuss Foundation grant budget
- ☐ Discuss general Foundation administrative matters
- ☐ Employee career planning and/or evaluation

☒ Other (Describe): Temporary housing for Rick and Alex Graber, per employment agreement.

3. *Guests (Name, title, affiliation): _____

4. Submitted By: Yvonne Farmer Date: 7-20-16

5. Reimbursable Expenses Approved By: Dennie Kuester / cf
Date: _____ President, Richard W. Graber
Chairman
(see attached)

C) **ACCOUNTING USE ONLY**

Amount \$ 2221.00 VOID
Date Paid: 7/22/16
Check No. 14737

Approved for Payment: mb / CF 7/25/16
Comp. Chkd. By: _____
Charge Account: 70410-000

2016 TRAVEL & EXPENSE REIMBURSEMENT FORM

Richard W. GraberDATES COVERED: June 23-26, 2016LOCATION: Milwaukee, WI

- A) **ADVANCE APPROVAL** (Required for all staff members. Applicable to Board Members in the case of foreign travel, special trips, conferences.):

Description: _____

Approved by: _____

Date: _____

B) **ACTUAL EXPENSES**

1. Actual expense summary:

Conference Fees _____

Airfare/Train/Bus _____

Car Mileage
(____ mi x 54¢/mi) _____Parking 81.00

Tolls _____

Taxi 84.40 ~~88.94~~Car Rental 173.75

Personal Meals _____

Business Meals* _____

Hotel/Lodging 628.44Hotel - Rm Club 103.59

Miscellaneous _____

TOTAL \$ 1,071.18

(Use reverse if necessary.)

2. Business Purpose & Benefit

For regular meetings and conferences, please attach conference agenda and describe benefit to the Foundation. For special and foreign trips or conferences, a written report is required regarding the purpose thereof and an evaluation of the activity, event, conference, meeting or interview attended that required the travel.

Check all applicable boxes:

- ☐ Research/discussion on policy issues and prospective grant opportunities
- ☐ Review and discuss grantee organization and operations
- ☐ Evaluate grantee performance
- ☐ Review proposed grant award(s)
- ☐ Presentation of speech, paper or panel participation
- ☐ Review and discuss Foundation grant budget
- ☐ Discuss general Foundation administrative matters
- ☐ Employee career planning and/or evaluation
- ☒ Other (Describe): Relocation

house hunting expense
for Rick and Alex Graber

*your employment agreement

3. *Guests (Name, title, affiliation): _____

4. Submitted By: Richard W. GraberDate: 7/19/20165. Reimbursable Expenses Approved By: Dennis KuesterDate: 7-25-16

President, Michael W. Grebe
Chairman
(see attached)

C) **ACCOUNTING USE ONLY**Amount \$ 1,071.18Date Paid: 7/28/16Check No. N/A-EFTApproved for Payment: CF 7/26/16

Comp. Chkd. By: _____

Charge Account: 70410-000

2016 TRAVEL & EXPENSE REIMBURSEMENT FORM

NAME: Richard W. GraberDATES COVERED: July 15-16, 2016LOCATION: Mishawaka, IN

- A) **ADVANCE APPROVAL** (Required for all staff members. Applicable to Board Members in the case of foreign travel, special trips, conferences.):

Description: _____

Approved by: _____

Date: _____

B) **ACTUAL EXPENSES**

1. Actual expense summary:

Conference Fees _____

Airfare/Train/Bus _____

Car Mileage

796.9 mi x 54¢/mi)

430.32 ✓

Parking _____

Tolls _____

Taxi _____

Car Rental _____

Personal Meals _____

Business Meals* _____

Hotel/Lodging

149.16 ✓

Miscellaneous _____

TOTAL

\$ 579.48 ✓

(Use reverse if necessary.)

2. Business Purpose & Benefit

For regular meetings and conferences, please attach conference agenda and describe benefit to the Foundation. For special and foreign trips or conferences, a written report is required regarding the purpose thereof and an evaluation of the activity, event, conference, meeting or interview attended that required the travel.

Check all applicable boxes:

- ☐ Research/discussion on policy issues and prospective grant opportunities
- ☐ Review and discuss grantee organization and operations
- ☐ Evaluate grantee performance
- ☐ Review proposed grant award(s)
- ☐ Presentation of speech, paper or panel participation
- ☐ Review and discuss Foundation grant budget
- ☐ Discuss general Foundation administrative matters
- ☐ Employee career planning and/or evaluation
- ☒ Other (Describe): Relocation expense: Rick and Alex Graber drive from Alexandria, VA to Milwaukee, WI

* per employment agreement ✓

3. *Guests (Name, title, affiliation): _____

4. Submitted By: Richard W. GraberDate: 7/19/20165. Reimbursable Expenses Approved By: Dennie KuesterDate: 7-25-16

President, Richard W. Graber
Chairman
(see attached)

C) **ACCOUNTING USE ONLY**Amount \$ 579.48Date Paid: 7/28/16Check No. N/A-EFTApproved for Payment: OK 7/26/16

Comp. Chkd. By: _____

Charge Account: 70410-000

NAME: Richard W. Graber DATES COVERED: July 24 - August 6, 2016
 LOCATION: Washington, DC; Raleigh, NC; ~~Charlotte, NC~~ Pinehurst, NC

- A) **ADVANCE APPROVAL** (Required for all staff members. Applicable to Board Members in the case of foreign travel, special trips, conferences.):

Description: _____

Approved by: _____

Date: _____

B) **ACTUAL EXPENSES**

1. Actual expense summary:

Conference Fees _____

Airfare/Train/Bus _____

Car Mileage

684.20 mi x 54¢/mi

369.47

Parking _____

Tolls _____

Taxi _____

131.99
15.43

Car Rental _____

Personal Meals _____

Business Meals* _____

Hotel/Lodging _____

Miscellaneous _____

TOTAL

\$ 516.89

(Use reverse if necessary.)

2. Business Purpose & Benefit

For regular meetings and conferences, please attach conference agenda and describe benefit to the Foundation. For special and foreign trips or conferences, a written report is required regarding the purpose thereof and an evaluation of the activity, event, conference, meeting or interview attended that required the travel.

Check all applicable boxes:

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☒ Review and discuss grantee organization and operations
☐ Evaluate grantee performance
☐ Review proposed grant award(s)
☐ Presentation of speech, paper or panel participation
☒ Review and discuss Foundation grant budget
☐ Discuss general Foundation administrative matters
☐ Employee career planning and/or evaluation
☒ Other (Describe): RWG - meetings with directors (Pope, Mitchell) and grantees (Phil Roundtable A&E, Hudson, EPPC, Fed Society)

Alex - Relocation expense per Rick Graber employment agreement

3. *Guests (Name, title, affiliation):

see attached

4. Submitted By:

~~Don Farnell~~ RWG

Date:

~~8/8/16~~ 8/9/16

5. Reimbursable Expenses Approved By:

Date: _____

President, Michael W. Grebe

Richard W. Graber

C) **ACCOUNTING USE ONLY**

Amount \$

516.89

Date Paid:

8/11/16

Check No.

N/A - EFT

Approved for Payment:

mw

Comp. Chkd. By:

Charge Account:

72010-000 \$ 501.46

70410-000 \$ 15.43