Submit this form to: E. Livingston B. Haskell
Lumber Liquidators, Inc.
3000 John Deere Road
Toano, VA 23168

The Virginia Bar Association

701 East Franklin Street, Suite 1120 • Richmond, Virginia 23219
(804) 644-0041 • Fax (804) 644-0052

Date: _____ Request Made By:_____

Charge To: _____
(Section/Committee/Other)

Issue Check To: _____

Mailing Address: _____

_____

Date	Description	Mileage (@ .255/Mile) # Miles	Mileage (@ .255/Mile) Total	Meals/Lodging	Registration Fees	Tips/Parking/ Other	TOTAL
Column Totals							
					Total Due		

Provide date, location of meeting and details on expenses (i.e. number of pages photocopied and cost per page.)
Postage, telephone calls and photocopying (not to exceed 10 cents per page) are reimbursable.
Receipts must accompany all reimbursement requests (when applicable).
Expenses must be submitted within 60 days of expense date, or by calendar year end, whichever comes first.

(doc: reimburs.frm)