



EXPENSE REIMBURSEMENT FORM INSTRUCTIONS

Updated 02/01/2017

Expense account/membership year to be charged: Choose one account to which your expense is to be charged. If your expense claim is to be charged to more than one account or to multiple fiscal years, please use a separate claim form to ensure proper assignment of expenses.

Purpose of this expense: Please provide a short description of the activity related to this expense.

Expense/Reimbursement breakdown: Please provide itemized expenses for each of the categories appropriate to this section.

Make check payable to: Please print the name of the individual or organization exactly as you want it to appear on the check. Be sure that all information is correct and legible.

Send check to this person/address: Please print the name and address of the individual or organization to whom/which the check should be mailed. Also include your email address.

Approvals: Please sign, date, and print your name in this section. If you are a committee member, forward this form to your committee chairperson for his/her signature. If you are a committee chairperson and you are claiming reimbursement for yourself or your institution, forward this form to the MASFAA Vice-President for his/her signature. All Executive Council expenses should be forwarded to the Vice President for approval.

POLICIES

Travel: Members are encouraged to seek the most economical means of transportation when traveling for the association. Travel by car will be reimbursed at the IRS rate of \$0.535 per mile for 2017, with the total claim not exceeding the cost of a coach fare on a common air carrier. If a MASFAA member elects to rent a car, the rental car expense, including travel insurance and gas, will be reimbursed. When possible, please compare the cost of a rental car versus flying. If flying, MASFAA members are encouraged to seek the most reasonable fares and book at least 20 days in advance. Members will only be reimbursed for the cost of a coach fare and one checked bag fee, if applicable. Any and all upgrades fees are the responsibility of the member. Members should either book their reservations on the internet or complete the "MASFAA Airline Ticket Request" form. If a MASFAA member elects to use a travel agency to arrange travel, any costs associated with the agency will not be reimbursed. If the member makes any adjustments to travel arrangements, the charges associated with the changes will not be reimbursed by MASFAA unless preapproved by either the President or Vice President. In the event airfare cost will exceed \$750, a MASFAA member should seek approval from the Vice President prior to purchasing the ticket. Failure to seek this pre-approval could result in the reimbursement amount being limited to \$750.

Lodging: MASFAA members are encouraged to seek the lowest-cost accommodations possible and although not required, it is appreciated if members consider double occupancy, when possible, to conserve on costs.

Meals: The association does require itemized receipts for meal expenses. The total cost of meals per person per full day is up to \$50.00. If the member is involved in MASFAA business for less than a full day, the per-meal limits are applicable, as printed on the expense report. Reimbursement for meal expenditures must be reasonable in regard to meeting and travel times. MASFAA does not pay for alcoholic beverages. Any bills for meals submitted on a master bill for a committee must have a listing of attending members and supporting documentation attached to the claim form.

GENERAL

To receive reimbursement for approved Association expenses, the Treasurer must receive the form within 60 days of the date of the expense, and in no case later than December 15 following the close of the Association's fiscal year (October 15). Expense claims received after this date will not be eligible for payment without prior approval of the Finance Committee.

Charges made to a MASFAA corporate credit card by the President, Past President, or President-Elect must be submitted to the Treasurer via the MASFAA Credit Card Expense Form. Please contact the Treasurer to obtain this form. MASFAA will make every attempt to provide free internet access as part of the hotel costs when attending meetings.

If a member needs internet access that is not provided free as part of the hotel accommodations, the expense will not be reimbursed by MASFAA unless preapproved by either the President or Vice President.