



TRAVEL AND EXPENSE REIMBURSEMENT FORM

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

Event Nature: \_\_\_\_\_ Event Date: \_\_\_\_\_

Payable To: \_\_\_\_\_

Mailing Address To: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account Numbers (for internal use only):

- 9010 Office Maintenance
9030 Board of Directors/Delegate Assembly
9040 Negotiations
9044 Database
9046 Librarians Committee
9050 Contract Administration/Grievance
9060 Legislative
9065 AA/EO/DIV Committee
9070 Communications
9080 Conventions/Workshops
9085 Elections
9110 Local Support
9120 MTA/NEA Payments
9150 Return of Local Dues
9400 Board of Higher Education Issues

Description of Expenses:

Destination To: \_\_\_\_\_
Destination From: \_\_\_\_\_
Mileage To: \_\_\_\_\_
Mileage From: \_\_\_\_\_
Total Miles: \_\_\_\_\_
Rate (IRS 1/1/2018): \_\_\_\_\_ x 0.545
Amount \$
\*Tolls: \_\_\_\_\_
\*Parking: \_\_\_\_\_
\*Car rental: \_\_\_\_\_
\*Bus or taxi: \_\_\_\_\_
\*Meals: \_\_\_\_\_
\*Lodging: \_\_\_\_\_
\*Telephone: \_\_\_\_\_
\*Other: \_\_\_\_\_
Total \$

\*Please provide receipts.

Submit to: MSCA
91 Burrill Avenue
Bridgewater State University
Bridgewater, MA 02325

Approved: \_\_\_\_\_
MSCA Office

Approved: \_\_\_\_\_
MSCA President or Treasurer

# MSCA Reimbursement Policies

## General

- All requests for reimbursement must be submitted utilizing the MSCA Travel and Expense Reimbursement Form.
- The form must be signed and dated by the individual requesting reimbursement.
- The form and any related support can be mailed, faxed, or emailed to the MSCA Office.
- Reimbursements should be submitted within 45 days from the date of their occurrence.
- The form should be limited to single events whenever possible.
- Mileage is reimbursed at the standard rate as published by the IRS.
- Tolls will be reimbursed only if a receipt or other proof of payment is included (e.g., transponder statement, etc.).
- Reimbursements for events that occur near the end of the MSCA fiscal year, June 30<sup>th</sup>, must be submitted within 30 days of that year end.

## MSCA Board of Directors and MSCA Committee Members

- Members of the MSCA Board of Directors and MSCA Committees will be reimbursed for mileage to travel to and from meetings they are required to attend, or have been asked to attend, that benefit the membership.
- Car rentals for the purpose of attending meetings should, whenever possible, be approved by the MSCA Treasurer or the MSCA President in advance of the rental. Either the rental cost or mileage will be reimbursed, not both.
- Reasonable hotel accommodations shall be reimbursed only if an overnight stay is approved by the MSCA Treasurer or the MSCA President in advance of the stay, or after the fact, in emergency situations (e.g., a snow storm).
- Meals will be reimbursed if the meal is necessary given the timing of a meeting and if food is not provided at the meeting. Meals purchased for the convenience of the individual will not be reimbursed. For example, food and beverages purchased while traveling to attend a morning meeting are not considered necessary. Such expenditures will be deemed to have been for the individual's convenience.

## MSCA Unit Members

- MSCA unit members attending meetings, conferences, etc. shall only be reimbursed for related costs with the approval of the MSCA Board of Directors.