



Travel Expense Form

**ATTACH
RECEIPTS**

Name

Address

Street

City

Zip

Conference Name

Location

DATES:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL each line
Breakfast								
Lunch								
Dinner								
Lodging								
Shuttle/Taxi								
Airfare*								
Parking								
Duplication**								
Postage**								
Conference fee								
Mileage	# of miles		Current rate is 65.5 cents			Mileage reimbursement		
Your reimbursement cannot exceed the maximum per conference								
							TOTAL DUE	

* Coach fare only

** Applies to State Council Representatives who represent multiple chapters only

Member signature

Date

Membership Expense Reimbursement Policy (See Standing Rules #1-2 for additional information)

% Please include receipts for all items listed on this form. A charge will not be approved if there is no receipt.

& If you are asking for mileage reimbursement, please include a map printout showing mileage.

' " You are limited to the conference reimbursement maximum per MEA Standing Rule # 1.

(" Reimbursable expenses for conferences include: registration fees, one hotel room at the conference hotel, travel expenses as outlined in #1, and one meal up to the individual conference reimbursement amount not to exceed the total reimbursement amount for each conference. Personal charges such as laundry, valet, telephone calls, snacks, medical, medicine, and entertainment are not reimbursable.

) " All claims must be filed within THIRTY days of the conference with the approved MEA Travel Expense form.

* " With the exception of Officers or Members of the Executive Board, a Member may attend no more than one of the conferences per calendar year.

+ " DYf7 H5. A YU'g1 5Wh U'Ua ci bhgdUX j bWi Xjb[hUj UbX h dZUfy bchhc YI WYX ",) "\$\$ ZcfUbmc bY XUmf hYa jnYX fYWF dfgUfy fYei jfYX ZcfU'a YU'g" 9 hU'a YU'gfYei jfYX VmUi h hUj Y'Ufy bchfY ja Vi fgUVY" H.Yfy k j" VY bc fY ja Vi fgYa YbhZcfa YU'gk \Yb'7 H5 U'fyUXmidfcj jX YgcbY"

For office use only

Date received

Conference disbursement maximum

Amount paid