

## INSTRUCTIONS

**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 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 Vice-President for his/her signature.

## POLICIES

**Travel:** Travel by car will be reimbursed at the IRS rate of 48.5¢ per mile for the 2007-2008 fiscal year, with the total claim not exceeding the cost of coach fare on a common air carrier. If flying, MASFAA members are encouraged to seek the most reasonable fares either through an association-recommended travel agent or on the internet. If through the travel agent, a master account may be established.

**Lodging:** MASFAA members are encouraged to seek the lowest-cost accommodations possible and use double occupancy whenever possible.

**Meals:** The association does not require receipts for meal expenses. The total cost of meals per person per full day is up to \$40.00. 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. 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.