

Please return to  
the MSEA Office:

# MSEA Travel Reimbursement

Please attach  
original receipts  
if possible.

6177 Mountain Heather Rd  
Suite 5  
Palmer, AK 99645

**Forms must be signed and submitted within 30 days  
of the travel/event to be eligible for reimbursement.**

1. Name: \_\_\_\_\_ Page 1 of \_\_\_\_\_

Address:

(address where you want  
your check mailed)

\_\_\_\_\_

2. **E-Mail Address:** \_\_\_\_\_

3. **Name, location and date of event or reason for travel expense:**

Please list reimbursable expenses by day:

4. DATE:	/	/	/		/	/	/	Total Each Line
5. Breakfast								
Lunch								
Dinner								
Total Meals								
6. Lodging								
7. Plane								
8. Auto Rental/ Mileage								
9. Cabs Parking fees								
10. Other								
<b>TOTALS:</b>								

11. Traveler's Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

*Unsigned and incomplete forms will be returned.*

**Attach original receipts for all expenses if possible.  
Original receipts are required for lodging. If receipts are  
not available for meals, please estimate your expenses.**

Total This Sheet:

All Other Sheets:

Total All Sheets:

Due Traveler:

**Name of  
Roommate:** \_\_\_\_\_

*(Double Occupancy Per Board Policy)*

## MSEA Travel Reimbursement Instructions

1. Complete information is necessary
2. Briefly explain the purpose of the travel in terms of Association activity or events and the site to which you have traveled.
3. Include day and month.
4. Meal expenses should be supported by original receipts. The daily meal allowance should be an average of the equivalent of \$50 per day (less any meals provided). Do not voucher meals for other persons. Include gratuities.
5. Lodging expenses are for hotel and appropriate room taxes only **based on double occupancy** unless there is prior approval from the MSEA President.
6. **All Airfare should be listed.**  
  
**Airfare charges must be supported by both original boarding passes, along with your original confirmation/itinerary showing cost of ticket, method of payment and who purchased the ticket.** Airfare shall be at no more than Super Saver rates unless at the request of MSEA or with proper approval from MSEA President for changes.  
  
**Change Fees & Penalties** incurred shall be paid by the individual unless the change is requested by MSEA President. Please explain reason(s) for the change fees on the reimbursement form.
7. Mileage is reimbursed at **current IRS rate of .54 cents** per mile. PRIOR APPROVAL FROM THE MSEA PRESIDENT IS NECESSARY FOR AUTOMOBILE RENTALS.
8. Parking fees (**valet parking charges not accepted**) and other expenses must be supported by an **original** receipt. Explain all "Other" charges including gratuities, for cabs, luggage handling or business phone calls.
9. **Unsigned reimbursement forms will be returned.**

NOTE:

- a) A separate form should be filed for each event or activity.
- b) MSEA Board policy provides that **reimbursement forms must be submitted within 30 days** of the travel/event in order to be eligible for reimbursement.
- c) Per board policy **reimbursement for lodging will be based upon double occupancy.**
- d) Requests for exceptional consideration must have prior approval of the MSEA President.
- e) Forms should be submitted to: MSEA. <http://www.mseak.org>  
Attn: Treasurer  
6177 Mountain Heather Rd Suite 5, Palmer, AK 99645  
(907) 373-5204