



Expense Reimbursement Form

Institution/
Organization:

Name: _____

Address: _____

City/State/Zip: _____

Relationship with
MACRAO:

Purpose of expense:

Phone:

Fax:

E-mail:

- Print or type neatly
- Complete in full
- Fill in all expenses that apply
- See guidelines in lower portion of the form.

Date	Description	Transportation/ Mileage (x Current IRS)	Lodging	Meals	Other	Total
Column Totals						

Notes:

Total due	

Signature: _____ Date: _____

Appropriate Board Member: _____ Date: _____

Treasurer Signature: _____ Date: _____

- General reimbursement guidelines:**
- Receipts must accompany all expenses to be reimbursed.
 - Expense form must be signed by requesting individual and sent for approval to the committee Chair and appropriate MACRAO Board member, and then to the Treasurer for processing.
 - Reimbursement will be by check only.
 - The following guidelines apply to reimbursement for conference presentations only:
 - Reimbursement of expenses will be for non-MACRAO member presenters only
 - Travel expenses (mileage or airfare) may not exceed \$250, unless approved by contract
 - The maximum rate paid for mileage expenses will be the current IRS rate
 - Maximum of one night of hotel lodging will be reimbursed
 - Meal expenses to and from conference are included, for an allowance of \$15 each way (conference meals are provided.)
 - Honorariums are not to exceed \$150
 - Total reimbursement for a conference presentation is not to exceed \$500, unless approved by contract