

EXPENSE STATEMENT FOR NSSEA MEETINGS

TRAVEL REIMBURSEMENT GUIDELINES

It is NSSEA's intention to reimburse you for your expenses related to **this** meeting. Please keep in mind that if you are traveling to the meeting location for an additional purpose (i.e., tradeshow, non-related meeting, etc.) that you may wish to reduce your reimbursement request to take this into account.

Items for reimbursement include:

- Air Travel:** We will reimburse for round trip Coach Class. When making arrangements, the lowest fare possible is appreciated. Try to book well in advance to take advantage of Super Savers, etc. whenever possible.
- Car Travel:** 50.5 cents per mile
- Hotel:** Sleeping room nights and meals in connection with the meeting (note: NSSEA usually schedules group meals in connection with meetings).
- Other:** Taxi, parking, tips, etc.

Procedure for reimbursement:

Simply complete this form and send, along with photocopies of appropriate receipts, to NSSEA. NSSEA processes accounts payable twice a month, so reimbursement will be speeded up by promptly submitting expenses. The Treasurer audits all travel vouchers as a double check. All requests for reimbursement must be made within 60 days of the meeting date.

Name: _____ Meeting: _____

	Sun.	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	Total for Week
Date								
Town								
Breakfast								
Lunch								
Dinner								
Hotel Room								
Taxi								
Plane, Train or Car Fare								
Tips								
Parking								
Other								
Total/Day								

Make Check Payable to: _____

Signed by (Committee/Council/Board Member): _____