



EXPENSE REPORT

Mileage Rate as of February, 2020

Date	Meeting / Location <i>Name of Committee/ Conference/Workshop</i>	# of Miles	Total Mileage Expense <i>\$.575/mile</i>	Meals	Parking	Other	Total
						Final Total	

Signature: _____

Name: _____

Address: _____

<i>For Office Use Only</i>	
<i>Date Received</i>	
<i>GL Account</i>	
<i>Multiple Acct.</i>	
<i>Date Paid</i>	
<i>Check Number</i>	
<i>Approved</i>	
<i>Treasurer</i>	

EXPENSE VOUCHER

Members of MASC ad hoc and standing committees as appointed by the President are eligible for payment of normal expenses incurred in the performance of their duties.

Board members will be reimbursed for normal expenses incurred in their attending all meetings of the Board of Directors, ad hoc and standing committees, division meetings outside of their own division, and meetings of any group to which a member has been designated official representative of MASC and which does not provide such reimbursement.

Normal expenses shall include mileage, tolls, and parking. Only when the hour of adjournment or adverse weather conditions make travel inadvisable will expenses for overnight lodging and meals be honored.

Reimbursable expenses will include only those necessary expenses incurred during the actual time that the conference or meeting is in session.

Automobile travel will be reimbursed at the current IRS allowed rate. Travel mileage should not encompass that portion of travel that would ordinarily be covered by one's daily routine. It is recommended that, whenever possible, members should form car pools.

With the exception of automobile mileage, all claims for expense of more than \$5.00 **must** be accompanied by a receipt. It may be necessary to report expenses not accompanied by a receipt to the IRS.

At no time will expenses for spouses or traveling companions be paid for by MASC.

Use of rental cars will be reimbursed only in unusual circumstances. In all circumstances, authorization must be obtained in advance from the Executive Director.

All expenses must be submitted for examination and approval by the Executive Director and Secretary-Treasurer. Any difference of opinion in respect to reimbursement may be appealed to the Board of Directors.

In unusual and/or emergency situations, the Executive Director may waive this policy.

OUT OF STATE TRAVEL

Airfare or reimbursement for automobile travel. If transportation by automobile is elected in lieu of airplane travel, reimbursement will be made based on the lower cost of the two.

Registration fee where applicable. Incidental expenses, i.e. taxi, parking, etc.

Lodging at a facility selected by the Executive Director. Should the member choose a facility other than that selected by the Executive Director, the individual will be responsible for payment of the difference in cost, if any.

Representatives of MASC whose Association responsibilities require travel involving overnight accommodations may receive travel expenses in advance. All expenditures from those funds must be supported by documentation in conformance with standard

MASC expense policy. Any funds advanced in excess of the amount expended must be returned to the MASC office accompanied by documentation within one week of the event.

A per diem for meals and associated gratuities of \$85 will be allowed for individuals who pay directly for their own meals according to the following schedule: Breakfast - \$15; Lunch - \$25; Dinner - \$45.

Meals that are part of a conference program and for which payment is established by the event sponsors may be reimbursed at the price set by conference officials.

The per-diem shall not apply to meals at which individuals representing MASC participate in a group meal for which the Association assumes direct responsibility for payment.

These expenses that can be considered personal are not reimbursable. They include, but are not limited to expenses such as pay television, in-room movies, alcoholic beverages (except as otherwise permitted pursuant to other appropriate expenses below), theater and show tickets, telephone calls that are not related to association business, and non-related transportation expenses. One personal call per day, reasonable in length, shall be reimbursable by the association to persons authorized to stay overnight on association related business.

OTHER APPROPRIATE EXPENSES

The association will assume the cost of buying a meal or beverage, whether or not alcoholic, for other individual(s) when on association business the president, executive director, or their designee(s) determines it is in the interest of the association.

UNNECESSARY DELAY IN RESPONDING FOR EVENT REGISTRATION

If, through delay in responding to opportunities to register for events and to secure low cost travel fairs and Association, staff, board members, or members incur additional expenses that were avoidable by responding under a predetermined deadline, the Executive Director may deny reimbursement to that individual for the difference between the travel fare and/or overnight accommodations actually incurred and the lower rate available by that predetermined deadline.