



MAA National Meeting Travel Reimbursement Form

(Submit only one form for all meetings/events which you are to receive travel reimbursement)

*Travel reimbursement is economy airfare plus two nights hotel stay and meal allowance of \$25.00.
(see reverse for other information)*

This reimbursement is not to exceed \$600.00.

If possible, please seek partial funding from your employer or section.

Date:	<i>Office Use Only</i>
Name:	Account No.
Address:	Approved by:
	Verified by:
	Entered by:
Email:	

The maximum reimbursement applies to each individual, regardless of the number of entries checked.

Qualifying event (check all that apply):

- Board of Governors Meeting Committee on Sections Meeting
 Section Officers' Meeting Invited Plenary Address

Date of Event:	
Airfare	\$ _____
Travel between home, airport and meeting site (cabs, buses or personal vehicle)	\$ _____
Up to two nights hotel stay	\$ _____
If you drove to mtg---no. of miles between home and meeting site ____ miles @ .555 (see reverse for rules covering driving to meeting)	_____
Meal allowance (maximum \$25)	\$ _____
TOTAL REIMBURSEMENT (not to exceed \$600)	\$ _____
Traveler's Signature _____	

PLEASE ATTACH ORIGINAL RECEIPTS

Return to:
Susan Kennedy
Mathematical Association of America
1529 Eighteenth Street NW, Washington, DC 20036
(202) 387-5200 or (800) 741-9415
skennedy@maa.org

MATHEMATICAL ASSOCIATION OF AMERICA

Policy Governing Reimbursement of Travel Expenses

GENERAL

1. Reimbursement by MAA for travel expenses is intended as repayment for actual out-of-pocket expenses only.
2. Signatures: the traveler must sign this request, and an approval signature and date is necessary for all grants.
3. No claim should be made to MAA for expenses for which reimbursement is received from other sources. In the case of a trip for which reimbursement is received from more than one source, expenses should be allocated in a reasonable and proportional manner.
4. Original receipts are to be supplied for travel, lodging, and for any other single item for expenditure \$25.00 or more.
5. Persons requesting reimbursement are expected to observe prudent economy in choice of lodging, meals, and mode of travel. The following statements are intended to clarify and make more explicit this general policy.

TRAVEL

1. It is expected that anyone whose travel expenses are to be reimbursed by MAA will travel by the more direct route in terms of time and distance. Major deviation should be explained.
2. Airplane travel should normally be at coach (tourist, economy, and single class) rate. Travelers are urged to seek special discount rates wherever possible.
3. Short daytime trips by train should be by coach. For overnight trips, a roomette should be used.
4. Rental cars should be used only where the cost is less than that of public transportation or where public transportation is not available and the rental cost is less than that of a taxi. Travelers are urged to seek weekend or other discount rental rates.
5. Travel by private cars should be for relatively short trips only. Reimbursement is at the rate of \$.555, annually indexed (July 2011) per mile, and this is intended for automotive expenses excluding toll charges and parking fees.
6. Except in cases where special circumstances preclude travel by public carrier, reimbursement for trips of over 600 miles round trip by private car will be at the rate of minimum air fares available during reasonable travel hours at the time of the trip, plus an allowance for taxi or limousine to and from the airport.

LODGING EXPENSES

1. Reimbursement will be made for actual expenses for lodging and meals.
2. Reimbursement is authorized for hotel and meals at moderate local rates. Travelers are expected to seek the lowest rates available within reasonable limits of comfort and convenience. Personal charges such as phone, in-room movies, laundry should not be included.

MISCELLANEOUS EXPENSES

1. Reimbursement is authorized for necessary taxi and limousine expenses in connection with air or train travel. A modest amount of miscellaneous expenses, such as tips to porters and business telephone calls, is permitted. Tips to waiters should be included as part of the meal costs. Reimbursement will include expenses for materials needed in a presentation for a meeting such as copying and supplies. Unusual expenses should be explained. **Receipts are necessary for any expenditure \$25.00 or more and are requested for all amounts.**