MAA National Meeting Travel Reimbursement Form

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

 *Travel reimbursement is for travel reimbursement plus two nights hotel stay and meal allowance of $25.00.*

 *This reimbursement may not exceed $500.00.*

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

|  |  |
| --- | --- |
| Date: | *Office Use Only* |
| Name: | Account No.  |
| Address: | Approved by: |
|  | Verified by: |
|  | Entered by: |
| Email: |  |
| Traveler’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***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:  |
| Event: City:  |
| Airfare \* $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Up to two nights hotel stay\* $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Transportation to and from airport: ( \_\_\_\_ miles @ $.56 per mile for personal vehicle) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| No. of miles between home and meeting site \_\_\_\_ miles @ $.56 per mile (Use only if you drove to meeting) *(use driving mileage found at maps.google.com or similar source)* $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Meal allowance $ 25.00 |
| **Total reimbursement (not to exceed $500) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| I would like to forgo my reimbursement from the MAA. Please consider my allowable expenses (not to exceed $500) as a tax-deductible donation to the MAA. I am including the receipts for the expenses which are not being reimbursed by my institution. Initial here­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**\*PLEASE ATTACH ORIGINAL RECEIPTS**

Return to:

Susan Kennedy

Mathematical Association of America

1529 Eighteenth Street NW, Washington, DC 20036

**Mathematical Association of America**

**Policy Governing Reimbursement of Travel Expenses**

**General**

1. Reimbursement by the MAA for travel expenses in 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 proportional manner.
4. Original receipts are to be supplied for travel, lodging and for any other single item for expenditures of $25 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. All MAA reimbursed travel should by the most direct route. Major deviations should be explained.
2. Air travel should be coach.
3. Short daytime trips by train should be coach class.
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.
5. Travel by personal car should be for relatively short trips only. Reimbursement is at the government rate of $.56 (Jan 2014) per mile, this is excluding toll charges and parking fees.
6. Reimbursement for trips over 600 miles round trip by personal vehicle will be at the rate of minimum air fares available during reasonable travel hours at the time of the trip, plus and allowance for taxi to and from airport.

**Lodging Expenses**

1. Reimbursement will be made for actual expenses for lodging (up to maximum reimbursement).
2. Travelers are expected to seek the lowest rates available within reasonable limits of comfort and convenience. Personal charges such as phone, in-room movies, and laundry should not be included.

**Miscellaneous Expenses**

1. Reimbursement is authorized for necessary taxi expenses in connection with air or train travel. A modest amount of miscellaneous expenses, such as tips and business telephone calls, is permitted. Reimbursement will include expenses for materials needed in 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 requested for all amounts.**