

MAA GRANT EXPENSE REPORTING FORM

PAYABLE

TO: _____

DATE: _____
 GRANT NAME: _____
 GRANT NUMBER: _____

SIGNATURE _____ SSN# _____

AUTHORIZATION SIGNATURE _____

***NOTE: A TIME AND ATTENDANCE FORM IS REQUIRED WHEN RECEIVING PAYMENT FOR PERSONNEL/CONSULTANT EXPENSES.**

		Account	Task #
*PERSONNEL EXPENSES			
Professional Salaries: Dates of Service: _____ Total hours/ days worked: _____	\$		
Fringe Benefits: Types of Benefits: _____	\$		
HONORARIA & STIPENDS			
Stipends – Date: _____	\$		
TRAVEL EXPENSES			
Dates of Travel: _____ Purpose of Travel: _____ Transportation: _____ Hotel: _____ Subsistence: _____	\$ \$ \$ \$		
PARTICIPANTS' SUPPORT COSTS			
Stipends – Dates of Participation: _____	\$		
Travel for Participants: Dates of Travel: _____ Purpose of Travel: _____ Transportation: _____ Hotel: _____ Subsistence: _____ Other: _____	\$ \$ \$ \$ \$ \$		
*CONSULTING SERVICES			
Dates of Service: _____ Total Hours Worked: _____	\$		
OFFICE EXPENSES			
Telephone: _____ Postage: _____ Printing & Duplicating: _____ Supplies: _____	\$ \$ \$ \$		
OTHER EXPENSES			
_____	\$	_____	_____
_____	\$	_____	_____
_____	\$	_____	_____
_____	\$	_____	_____

ALL RECEIPTS MUST BE ATTACHED FOR ALL EXPENSES.
 TOTAL EXPENSES \$ _____

THE 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 sources, 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 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 \$0.535 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 1,000 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 needed for any expenditure \$25.00 or more.

TRAVEL INSURANCE

1. Travelers whose expenses are paid from MAA funds are covered by a group travel insurance policy.