

MISSOURI JAYCEES

Expense Reimbursement Report Form - 2018

_____ 1st Quarter
 _____ 2nd Quarter
 _____ 3rd Quarter
 _____ 4th Quarter

NAME: _____

POSITION: _____

DATE	PURPOSE OF TRIP or EXPENSE	MILEAGE	DESCRIPTION of EXPENSE	TOTAL \$
TOTAL MILES >			SUBTOTAL >	\$
			x \$.535 = TOTAL MILEAGE EXPENSE >	\$
			TOTAL OF ALL EXPENSES >	\$

I certify that this is a true and accurate accounting of my Jaycees related expenses.	Signature: _____	Date: _____
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MISSOURI JAYCEES EXPENSE REIMBURSEMENT GUIDELINES FOR STATE OFFICERS 2018

1. No expense reimbursements will be paid until an Expense Reimbursement Report Form is submitted to the State Service Center, with appropriate receipts and/or documentation attached. Indicate which quarter you are claiming expenses for and remember to sign and date the reimbursement report form.
2. Please list mileage as round-trip. You can only claim mileage if you actually drove your vehicle. Riding with someone else does not count. If someone else claims mileage for the trip, you *cannot* claim any amount you may have split on the gas. The mileage reimbursement rate is determined each year by the Budget & Finance Committee, usually consistent with the IRS rate.
3. Receipts are required to verify expenses for meals, lodging, airfare and ground transportation (shuttles, cabs, etc.).
4. We do NOT reimburse for telephone expenses.
5. Maximum reimbursements will be calculated as follows:
 - ◆ State President: \$1.00 per member (new and renewed) statewide. An additional \$1,500 maximum for out-of-state travel expenses. In-state lodging and registration expenses that are related to statewide meetings are covered at 100%.
 - ◆ State VP's. COS & COB: Registration fees to statewide meetings are covered at 100%.
 - ◆ Primary Advisor: Registration fees to statewide meetings are covered at 100%. An additional \$1,000 maximum for travel expenses.
6. Membership driven reimbursement requests must be submitted within 30 days after each quarter ends or the reimbursement of expenses will be forfeited.
7. Membership driven reimbursements are calculated and paid following each quarter as follows:
 - ◆ 1st Quarter (Jan-Mar) – Reimbursements usually available in April.
 - ◆ 2nd Quarter (Apr-Jun) – Reimbursements usually available in July.
 - ◆ 3rd Quarter (Jul-Sep) – Reimbursements usually available in October.
 - ◆ 4th Quarter (Oct-Dec) – Reimbursements usually available in January, after the year-end final membership audit.
8. For the State President's out-of-state travel, lodging and registration expenses, requests for reimbursements may be submitted at any time and will be processed and paid as they are received.