

## Member/Governance Travel Reimbursement



**Forms must be signed and submitted within 60 days of the travel/event to be eligible for reimbursement. Original receipts are required.**

**See reimbursement instructions/receipt requirements on back of this sheet**

1. Name: \_\_\_\_\_ 2. Page 1 of 1

Address: \_\_\_\_\_ Office Use Only:

2. **E-Mail Address:** \_\_\_\_\_

Check  here if this is a new mailing address.

Account Code # \_\_\_\_\_

3. Site Name: \_\_\_\_\_ Approved by: \_\_\_\_\_

4. Name, location and date of event or reason for travel expense: \_\_\_\_\_

5. Will any expenses be reimbursed by NEA Alaska or NEA? Yes  No

Please list reimbursable expenses by day:

6. DATE:										Acct Code	Total Each Line
7. Breakfast											
Lunch											
Dinner											
Total Meals*											
8. Lodging											
9. Plane/Ferry											
10. Auto Rental/ Mileage**											
11. Cabs Parking fees											
12. Other***											
<b>TOTALS:</b>											

13. Traveler's Signature: _____  DATE: _____  <b>Unsigned and incomplete forms will be returned. See reimbursement instructions/receipt requirements on back of this sheet.</b>  Vendor # _____  <b>Attach original receipts for all expenses</b>	Total This Sheet:
	All Other Sheets:
	Total All Sheets:
	<b>Less Direct Bill:</b>

Vendor # \_\_\_\_\_

**Attach original receipts for all expenses**

**Voucher**

Due Traveler:

Name of Roommate: \_\_\_\_\_

(Double Occupancy per Board Policy see Note: c)

## Member/Governance Travel Reimbursement Instructions

- 1./2./3. Complete information is necessary
4. Briefly explain the purpose of the travel in terms of Association activity or events and the site to which you have traveled.
5. If the event or activity is subsidized by NEA-Alaska or NEA National, a copy of the completed NEA-Alaska or NEA voucher which you have submitted must be attached. Failure to do so will delay reimbursement.
6. Include day and month.
7. NAEA will provide meal allowance based on a rate up to a \$60 per diem rate while in travel status. The allowance is allocated as follows: \$14 for breakfast, \$16 for lunch, and \$30 for dinner. For meals that are provided by NAEA or a third party, the allowance is not available for that meal. To be eligible for meal allowance the traveler must be in travel status for three consecutive hours during the periods midnight to 10:00 AM for breakfast, 10:00 AM to 3:00 PM for lunch, and 3:00 PM to midnight for dinner. For board of director members attending a board meeting who are not in travel status meals may be reimbursed based on business purpose, actual receipts and IRS rules.
8. Lodging expenses are for hotel and appropriate room taxes only **based on double occupancy** unless there is prior approval from the NAEA President.
9. **All Airfare should be listed.**  
  
**Airfare charges must be supported by both original boarding passes, along with your original confirmation/itinerary showing cost of ticket, method of payment and who purchased the ticket.** Airfare shall be at no more than Super Saver rates unless at the request of NAEA or with proper approval from NAEA President for changes.  
  
**Change Fees & Penalties** incurred shall be paid by the individual unless the change is requested by NAEA. Please explain reason(s) for the change fees on the reimbursement form.  
  
**Direct Bill** - If the charge was directly billed to NAEA, list it as a deduction from the amount due (above supporting documents must be submitted for a direct bill).
- 10.\*\* Mileage is reimbursed at current IRS rate of .53.5 cents per mile not to exceed the equivalent of a super saver airfare. PRIOR APPROVAL FROM THE NAEA PRESIDENT IS NECESSARY FOR AUTOMOBILE RENTALS.
- 11/12.\*\*\* Parking fees (**valet parking charges not accepted**) and other expenses must be supported by an **original** receipt. Explain all "Other" charges including gratuities, for cabs, luggage handling or business phone calls.
13. **Unsigned reimbursement forms will be returned.**

### NOTE:

- a) A separate form should be filed for each event or activity.
- b) NAEA policy provides that **reimbursement forms must be submitted within 60 days** of the travel/event in order to be eligible for reimbursement.
- c) Per policy **reimbursement for lodging will be based upon double occupancy.**
- d) Requests for exceptional consideration must have **prior approval** of the NAEA President.
- e) Forms should be submitted to: NAEA <http://www.nwarcticea.org/>  
PO Box 1132, Kotzebue, AK 99752