

Reimbursement for Travel Expense Guidelines:

- A. Certified claims should be completed in ink (no pencils!) and submitted to the business office by the 5th of any month for payment that month.
- B. Documentation of purchases must include a detailed list of the items and proof of payment.
- C. Gratuity will be reimbursed up to 15%
- D. For overnight travel, meals are reimbursed at the per meal entitlement and do not require receipts. Only meals that are not part of the registration or provided by the hotel (such as a continental breakfast) will be reimbursed. Receipts are required if you are asking to be reimbursed for amounts over the per meal entitlement.

Guidelines for proof of payment for documentation purposes includes:

- 1. The receipt or paid in full invoice must be an original.
- 2. The vendor or individual seller and address must be clearly identified on the cash receipt or invoice.
- 3. The product purchased must be clearly identified on the receipt or paid in full invoice.
- 4. The purchase date must be clearly identified on the receipt or paid in full invoice.
- 5. Packing lists are not valid proof of payment, but should be attached to the receipt or invoice if the item was purchased through mail order.
- 6. If the item was purchased using a credit card, please provide the receipt that identifies the product.
- 7. For book club orders, a copy of the check and order form will constitute a receipt.