

NEA-Alaska
 201 Main Street
 Suite 300
 Juneau, AK 99801

Member/Governance Travel Reimbursement

Forms must be signed and submitted within 60 days of the travel/event to be eligible for reimbursement.

Receipts are required.



See reimbursement instructions/receipt requirements on back of this sheet

1. Name: _____
 Mailing Address: _____
 City, State, Zip: _____
2. E-Mail Address: _____
Check here if this is a new mailing address. Account Code # _____
3. Local Association: _____ Approved by: _____
4. Name, location and date of event or reason for travel expense:

5. Will any expenses be reimbursed by NEA Washington DC? Yes No

Please list reimbursable expenses by day:

6. DATE:									Acct Code	Total Each Line
7. Breakfast (\$15)										
Lunch (\$20)										
Dinner (\$35)										
Total Meals*								5420		
8. Lodging								5400		
9. Plane/Ferry								5440		
NOTE: Boarding passes must be saved & submitted — regardless of who purchased travel. A scanned copy or screenshots of boarding passes are both acceptable.										
10. Mileage** (in miles)								5460		
11. Cabs Parking fees ***								5480		
12. Other***								5490		
TOTALS:									Total This Sheet:	
13. Traveler's Signature: _____									Less Direct Bill:	
Name of Roommate: _____ DATE: _____ <i>(If applicable)</i>									Due Traveler:	

Unsigned and incomplete forms will be returned. See reimbursement instructions/receipt requirements on back of this sheet.

Please email the completed form and all receipts to:
reimbursement@neaalaska.org

Accounting Use Only
Vendor #
Voucher #

Member/Governance Travel Reimbursement Instructions

- 1-3. 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 National, a copy of the completed NEA voucher which you have submitted must be attached. Failure to do so will delay reimbursement.
6. Include day and month.
7. NEA-Alaska will provide meal allowance based on a rate up to a \$70 per diem rate while in travel status. The allowance is allocated as follows: \$15 for breakfast, \$20 for lunch, and \$35 for dinner. For meals that are provided by NEA-Alaska 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. Single Occupancy will be permitted upon request without question.
9. **All Airfare should be listed.**

Airfare charges must be supported by both boarding passes, along with your confirmation/itinerary showing cost of ticket, method of payment and who purchased the ticket. Airfare shall be at no more than Main Cabin rates unless at the request of NEA-Alaska or with proper approval from NEA-Alaska President for changes.

Change Fees & Penalties incurred shall be paid by the individual unless the change is requested by NEA-Alaska. Please explain reason(s) for the change fees on the reimbursement form.

Direct Bill - If the charge was directly billed to NEA-Alaska, 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 67.0 cents per mile not to exceed the equivalent of Main Cabin rate airfare.
- 11/12.*** Parking fees (**valet parking charges not accepted**) and other expenses must be supported by a receipt. Explain all "Other" charges.
PRIOR APPROVAL FROM THE NEA-ALASKA PRESIDENT IS NECESSARY FOR AUTOMOBILE RENTALS.
13. **Unsigned reimbursement forms will be returned. An electronic signature is acceptable.**

NOTE:

- a) A separate form should be filed for each event or activity.
- b) NEA-Alaska Board policy provides that **reimbursement forms must be submitted within 60 days** of the travel/event in order to be eligible for reimbursement.
- c) Requests for exceptional consideration must have **prior approval** of the NEA-Alaska President.
- d) **Please email the completed form and all receipts to reimbursement@neaalaska.org**