



Delegate Assembly 2025 Travel Reimbursement Request

Code: 01-200

Form must be signed and receipts must be attached before request will be processed. i.e. airline itinerary/confirmation showing cost of ticket, all boarding passes, cab and/or parking receipts for entire trip.

(1) Check made payable to:
(2) E-Mail Address:
Mailing Address:
City/State/Zip:
(3) Local:

Check here if this is a new mailing address

Traveled from:

(4) Check here if you purchased your own airline ticket. **You must attach both boarding passes and airline itinerary/confirmation showing cost of ticket, name of passenger, and who paid for the ticket.**

\$ _____
(5440)

Check here if your airfare was a direct bill to NEA-Alaska and **attach all boarding passes and itinerary confirmation.**

(5) Check here if you traveled by car.

Number of miles _____ traveled X 0.70 current IRS mileage rate.

\$ _____
(5460)

(*Cannot exceed cost of airfare.) (.70 cents per mile)

(6) Check here if you have cab/shuttle fare to or from the hotel/airport. **Must have receipts for each trip.** List name(s) if you shared a cab with other delegate(s).

\$ _____
(5480)

(7) Check here for parking reimbursement. **Must have receipt for each day or copy of hotel receipt. Limit of \$32 per day for parking.**

\$ _____
(5480)

TOTAL: \$ _____

(8) Signature _____ Date: _____

Vendor ID# _____ Voucher # _____

Form must be signed and submitted within 60 days of event.

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



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1-3. Complete information is necessary.

4. **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).

5.* Mileage is reimbursed at current IRS rate of 70.0 cents per mile not to exceed the equivalent of Main Cabin rate airfare.

6/7. Parking fees (**valet parking charges not accepted**) and other expenses must be supported by an **original** receipt. **Limit of \$32 per day for parking.** Explain all "Other" charges.
PRIOR APPROVAL FROM THE NEA-ALASKA PRESIDENT IS NECESSARY FOR AUTOMOBILE RENTALS.

8. **Unsigned reimbursement forms will be returned. An electronic signature is acceptable.**

NOTE:

- a) 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.
- b) Requests for exceptional consideration must have **prior approval** of the NEA-Alaska President.
- c) **Please email the completed form and all receipts to reimbursement@neaalaska.org or mail to: NEA-Alaska, 201 Main St. #300, Juneau, AK 99801**