



Delegate Assembly 2026 Travel Reimbursement Request

Code: 01-200

Form must be signed and original 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.

Submit Original Receipts Only

(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 0.725 current IRS mileage rate.

(*Cannot exceed cost of airfare.) \$ _____ (72.5 cents per mile) (5460)

(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).

(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.

MAIL TO: NEA-Alaska • 201 Main St. #300 • Juneau, AK 99801



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- 1./2./3. Complete information is necessary
4. 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 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 72.5 cents per mile not to exceed the equivalent of a super saver airfare. PRIOR APPROVAL FROM THE NEA-ALASKA PRESIDENT IS NECESSARY FOR AUTOMOBILE RENTALS.
- 6./7. 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.
8. **Unsigned reimbursement forms will be returned.**
9. Lodging expenses are for hotel and appropriate room taxes only, based on double occupancy. Single occupancy will be permitted upon request without question.

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) Forms should be submitted to: NEA-Alaska, Inc. <http://www.neaak.org>

Accounting Department
201 Main Street, Suite 300, Juneau, AK 99801
(907) 586-3090 ext. 322