



Michigan Association of Retired School Personnel
Protecting your future

REIMBURSEMENT REQUEST FORM

**Sign and return to MARSP within 30 days
Keep Pink Copy**

NAME: _____

ADDRESS: _____
Street City State Zip Code

PURPOSE: _____

(See Instructions on Back)

TRANSPORTATION: (Include bridge tolls here) (50¢ per mile)

DATE	FROM	TO	MILES Round Trip	COMMITTEE/EVENT	AMOUNT DUE
TRANSPORTATION TOTAL					

PER DIEM: Attach receipts

DATE	MEALS	LODGING	PARKING	OTHER (Explain)	COMMITTEE/ EVENT	AMOUNT DUE
PER DIEM TOTAL						

 Traveler/Board Member Date

 Executive Director Date

 President Date

TRANSPORTATION

PER DIEM

TOTAL REQUEST

LESS ADVANCE

TOTAL DUE

ACCT #

Effective 1-1-11

Bills for traveling expense must give the purpose of each trip, the means of travel, price of meals, the hotel, **RECEIPTS ATTACHED,** and a full explanation of any other expense for which reimbursement is required. Persons reimbursed by the Association for traveling expenses will be paid for the type of travel they actually use.

Reimbursement for traveling expenses by automobile will be at the rate of **50¢ per mile.** AUTO MILEAGE IN EACH CASE WILL BE BASED UPON THE MILEAGE GIVEN IN THE LATEST OFFICIAL MICHIGAN HIGHWAY MAP. Those traveling by bus, railroad, or plane will be reimbursed for the actual cost of their tickets. Traveling expenses should be reduced whenever possible by two or more members traveling to meetings together. If you ride with someone, give the name of the driver; if you drive, list names of passengers. No bills will be allowed unless authorized by the President and fully itemized. Car rental must be **preapproved** by the President.

The daily maximum meal allowance is \$30.00. Maximum to be used for three meals at costs determined by the traveler. If MARSP furnishes a meal during the day, that cost must be deducted from the \$30.00 to determine the amount which can be used for the remainder of the meals for that day. MARSP does not reimburse alcoholic beverages.

Overnight Room – \$75.00 (For meetings held in Lansing per Board of Directors.)
\$75.00 (MARSP approved meetings outside of Lansing.)

Telephone expenses reimbursed at actual cost plus tax only with copy of bill indicating name of person called and reason for call.

If you must eat on the return home, please hold your reimbursement request and mail it in with the proper receipts. **Reimbursement checks will not be written until all of the proper receipts are attached and the request is signed and dated.** Receipts are required for audit purposes. Requests may be turned in at the office or mailed to the office in a timely manner.

Please Send To: MARSP
P.O. Box 23214
Lansing, MI 48909-3214

All request for reimbursement are due in the MARSP office within 30 days of the event