

NINTH DISTRICT PTA EXPENSE STATEMENT/PAYMENT AUTHORIZATION

Complete form and send to district office within 30 days of the completion of a event or assignment; see reverse side for instructions.
 No reimbursement request shall be honored after thirty (30) days of completion of PTA assignment unless authorized by district president.

NAME _____ POSITION _____
 ADDRESS _____ PHONE _____
 CITY _____ ZIP CODE _____
 EVENT OR ASSIGNMENT _____
 DATE OF EVENT _____ LOCATION _____
 Check Payable To: _____
 Attn to: _____ Phone _____
 Address _____ City/Zip _____

ITEMIZE EXPENSES BELOW, WITH ACCOUNT NUMBER, DESCRIPTION AND AMOUNT.
 ATTACH ALL RECEIPTS AND/OR INVOICES

Account #	Description	Amount
Total Amount Claimed		\$
Less Advance Check # _____		\$
Reimbursement Claimed		\$
Not Claimed/Donated to Ninth District PTA		\$
Refund to PTA (Enclose check)		\$

Mileage reimbursement: Detail mileage on the reverse and enter the total above.

Signature _____ Date submitted _____

FOR NINTH DISTRICT PTA USE ONLY: Approved activity Recorded in Minutes of _____

Check #	Account #	Amount Advanced	Expenses	Amount Owed/Due

Approved by:

President's Signature _____ Date _____

Secretary's Signature _____ Date _____

REIMBURSABLE EXPENSES

The Standing Rules and Procedures of Ninth District PTA govern the charges to be reimbursed to persons traveling on Ninth District PTA business.

- Approved travel is defined as district board meetings, board of director meetings and other committee meetings or events for the business of the association. Committee members shall not be reimbursed for meals before, during or after committee meetings.
- Receipts or invoice(s) shall be required for all reimbursements except for mileage or per diem expenses.
- Funds for authorized meetings and assignments shall be advanced only upon receipt of a Request for Advance form.

The following expenses will be allowed:

- a. Ground transportation – shuttle, taxi, ride sharing services + up to 20% tip
- b. Airport and/or hotel parking fees
- c. Air travel at coach class
- d. Mileage at forty (\$0.40) cents per mile, but may not exceed the price of an economy airline ticket
- e. Hotel with double/double occupancy. Single occupancy and extra nights require pre-approval by district president
- f. Tips for baggage handling at two (\$2.00) dollars per bag and hotel housekeeping at one (\$1.00) dollar per person per night
- g. Meals at a total of fifty (\$50.00) dollars per day based on meal allowance of breakfast \$10.00, lunch \$15.00 and dinner \$25.00. Special required meal functions will be reimbursed at the actual amount if the amount exceeds the meal allowance rather than the allotted amount. Reimbursement is not allowed for meals that are included.

Mileage Reimbursement Total Miles x \$.40

Date	Purpose of Trip	Total Miles	Amount
<i>Total Miles</i>			
<i>Total Amount</i>			