

School Nutrition Association Iowa
Travel Expense Claim Form

Name _____ Address _____

City _____ IA _____ Phone (____) _____

Meeting _____ Location _____ Board Position _____

PREPAID EXPENSES (By SNAI Credit Card or already reimbursed by SNAI)

Airline Tickets \$ _____	Paid by _____	or SNAI Credit Card	Date _____
Registration \$ _____	Paid by _____	or SNAI Credit Card	Date _____
Hotel Deposit \$ _____	Paid by _____	or SNAI Credit Card	Date _____
Meal Advance \$ _____			Date _____

TRAVEL

Meeting Dates: _____ Departure Date: _____ Return Date: _____

Travel Expenses to be paid upon returning home. Submit within 2 weeks of the event.

Date	Breakfast	Lunch	Dinner	Tips*	Taxi, Parking, Mass Transportation	Hotel	Misc. Expenses	Daily Total
								\$
								\$
								\$
								\$
								\$
								\$
								\$
Automobile Round Trip Mileage _____ miles X \$.36 mile = _____								\$
Airline Tickets								\$
Registration								\$
GRAND TOTAL								\$

List all items paid by Association Credit Card by date and amount:

Date	Item	Amount Charged	Date	Item	Amount Charged
		\$			\$
		\$			\$
		\$			\$
GRAND TOTAL OF ASSOCIATION CREDIT CARD CHARGES					\$

Explanations Roomed with _____ Rode with _____ Other information: Explain shared meals, tips, miscellaneous expenses, etc. _____ _____	Grand Total \$ _____ Deduct: Hotel deposit \$ _____ Deduct: Meal Advance \$ _____ Deduct Amount charged to Association Credit Card \$ _____ Amount to be reimbursed \$ _____ I verify this claim includes all reimbursable expenses for this trip.	_____ Date
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Account Number _____

Date Paid _____ Check # _____

Approval Signature _____ Date _____

Please Mail To:
 Kathy Nervig
 SNAI Secretary/Treasurer
 204 NE Pinehurst Circle
 Ankeny, IA 50021

GENERAL DIRECTIONS

Member is responsible for retaining a copy of the claim and the documentation.

Complete name, address and all other information as requested.

Form must be completed member, approved and signed by the treasurer, committee chair or president.

All expenses for the same trip must be reported in the same travel expense form.

All required original receipts must be attached to this form. (Charge card slips are NOT acceptable receipts. You must have an itemized receipt.)

Members must pay for their own expenses (hotel, meal, etc.)

All expenses for the trip except personal expenses must be itemized. (Unreimbursable personal expenses include, but are not limited to travel insurance, recreation and/or entertainment expenses including transportation expenses, personal phone calls, alcoholic beverages and additional room costs for family members.)

PREPAID AMOUNTS:

The only travel costs that can be paid prior to the trip are:

Airline ticket – Attach a copy of the itinerary with ticket amount.

Registration – List the amount of registration paid before the trip and attach a copy of the registration form which includes the amount of the registration fee.

Hotel deposit – When required to guarantee the first night’s lodging. Written confirmation must be obtained, which includes the daily room rate and the amount of deposit required. Request receipt for hotel deposit paid.

Meal advance – You may request up to \$45 per day for a meal advance for out-of-state travel. This amount will be deducted from the meal expenses claimed on the reimbursement form. Attach a copy of the agenda showing meal functions paid with registration and deduct the meal per diem for these meals from the amount that you request.

Taxi advance – Must be approved by the Executive Committee.

DAILY TRIP EXPENSES

Meals - The following amounts are allowed for meals including tips:

In-State - Breakfast	\$ 5.00	Out-of-State – Breakfast	\$ 10.00
Lunch	\$ 10.00	Lunch	\$ 15.00
Dinner	\$ 15.00	Dinner	\$ 20.00

Guidelines for claiming meals – If you have to leave home prior to 7 am to arrive at the meeting on time, you may claim breakfast. When meetings are held over the noon hour, a meal will be provided. When driving directly home after a meeting and your arrival time is after 6 pm, a dinner meal is allowed. Receipts are not required not will the Association pay more that a per diem of \$30 in state or \$45 out-of-state per day. If a meal is included in the registration fee or paid by the association, then the corresponding meal per diem will be deducted from the amount allowed for the total day. Please note these meals on the form by writing “provided” in the allotted space. Since meal costs for Washington D.C. is higher that most cities, meals included with registration will not be deducted from the meal per diem.

Lodging - Requires a detailed hotel bill, which shows the name and address of the hotel, dates of lodging and charges for each night. Other reimbursable expenses included in the hotel bill require a written explanation.

Travel – Car rental for association related business requires detailed receipts. Ground transportation to hotel, airport, restaurant, or other Association function requires a receipt. Mileage for your personal vehicle will be reimbursed at the approved rate of \$.36 per mile as set by the Board. If using a school district car, the Association will reimburse the school district at the district rate once a document is presented to the Association. Circle personal care or district car on the Travel Expense Claim Form. If you did not get prepaid for the airfare, then turn in a travel agent invoice or itinerary with ticket amount.

Other – Telephone calls related to Association business will be reimbursed. Must be itemized and have a receipt.

Registration – If you paid the registration fee and have not been reimbursed include it on the appropriate section on the form. Include a copy of the registration form and your receipt.

Other miscellaneous charges, such as luggage handling and parking, must be itemized and reasonable.

Please include explanation for any unusual circumstances, i.e. no hotel - stayed with family, and for other expected costs that are not included.

Include a copy of the Travel Expense Form, which shows the prepayment check and date.