

# WSSMA Travel Expense Voucher

*Read on for WSSMA Travel Expense Policies*

Name:	Date:
Street Address:	Charge expenses to the following:
City:	Name of Activity:
State/ZIP:	Location of Activity:

**Note:** List only reimbursable expenses, attach receipts, and submit within 21 days to the WSSMA Treasurer.

Dates of Travel Day/Date:									<b>Subtotal</b>	<b>For Office Use Only</b>
Travel: Plane/ Rail/Bus/Ferry Fares										
Baggage Fees										
Miles Driven: Per IRS rate										
Garage/Parking										
Tolls										
Local Taxi/Bus Fares Uber/Lyft/Other										
Telephone/Postage <i>(Trip-related only)</i>										
Tips Airport, Uber, Hotel										
Lodging										
Per Diem Meal Limit: \$ 65.00										
Breakfast										
Lunch										
Dinner										
Misc. <i>(Detail required)</i>										
Subtotal:										
<b>TOTAL</b> <i>(Complete both subtotal sections before entering total):</i>										

**For Treasurer Use Only**

Total Expenses: \$	DATE RECD:
Less Travel Advance: \$	ACCOUNT NO:
	AMOUNT: \$
Amount Owed WSSMA <i>(attach check):</i> \$	OK'D BY:
Expenses to be reimbursed: \$ <i>(Allow two weeks from time of receipt.)</i>	VOUCHER NO:

## WSSMA Policies and Procedures for Reimbursement of Travel Expenses

**Travel expenses will be reimbursed within the limits established by the Internal Revenue Service and the WSSMA Board of Trustees. All expenses must be substantiated by a paid receipt or other appropriate documentation attached to this voucher. Your cooperation will expedite payment.**

1. **Air Travel:** Coach class is reimbursable. Whenever possible, tickets should be purchased at least one month in advance to take advantage of discount fares. First-class travel is not reimbursable. A copy of the plane ticket voucher (white copy) and/or paid receipt with travel times must be submitted with expense voucher. If you choose to fly first class or alter your itinerary, you will be expected to pay the difference between direct round-trip coach fare and the alterations you have made.
2. **Train, Bus, Ferry:** Train, bus and ferry fares are reimbursable. Receipt required. Cost of airport bus or other surface transportation, like Uber or Lyft, to and from the airport is reimbursable. Taxi fares are permissible only if a bus is not available or time element is critical. Always ask the driver for a receipt.
3. **Automobile:** WSSMA will reimburse at the current IRS rate per mile. Document the total mileage driven with a printout from a website such as Google Maps or MapQuest. Toll fees and parking charges are also reimbursable.
4. **Phone Calls:** Personal calls made to home or related to other personal business are not reimbursable.
5. **Tips:** Tips connected directly with traveling on official business will be reimbursed (e.g., porters, hotel attendants, special service). These must be itemized.
6. **Hotel:** It is expected that representatives attending meetings on behalf of WSSMA will share a double room whenever possible. (Attach a copy of hotel bill to the AAMA Travel Expense Voucher.) Additional time spent at the meeting site (for personal reasons) is not reimbursable.
7. **Meals:** Up to \$65 per day will be reimbursed for actual meal expenses, including tips. Itemized receipts (not credit card statements) must be included. WSSMA will not reimburse purchases of alcoholic beverages. It is expected that representatives will attend meal functions provided by the hosting organization to reduce total meal cost. Meals on travel days will be reimbursed with regard to travel times per IRS Guidelines.
8. **Travel Advance:** AAMA Delegates may request up to \$ 1,000.00 as an advance for airfare and ground transportation ahead of the AAMA Conference if needed. The request needs to be submitted in writing to the WSSMA Treasurer, and must include your printed name, the amount being requested, along with your signature and date of request. An email from the delegate to the Treasurer will suffice as a written request. Keep a copy of the email to attach to the Travel Expense Voucher.
9. Expenses for one meeting ONLY may be recorded on each voucher. If more than one meeting is attended, separate vouchers must be submitted for each. Your voucher should be mailed to the WSSMA Treasurer for payment. Please allow two weeks for payment.