



**Travel Reimbursement
Expense form**
Board or Committee Member

Claimant Name

Entity

Payee Address

Meeting or Committee

Date of Meeting

Location of Meeting

Location of Meeting

Meals:

		Partial Day Allowances			Totals
		Breakfast	Lunch	Dinner	
Per Diem Maximum		\$15.00	\$16.00	\$28.00	\$59.00
Date					
Date					
Date					
Date					

EXPENSE REIMBURSEMENT FOR BOARD MEMBERS AND COMMITTEE MEMBERS

Policy

medTRANS has adopted a travel policy authorizing the reimbursement of ordinary and necessary travel expenses incurred by Board or Committee members while conducting medTRANS Insurance business.

Procedures

Board or Committee members must complete a Travel Reimbursement Expense form. Claims will be reimbursed based on guidelines approved by the Board of Directors.

Each Board and Committee member has been provided with a copy of medTRANS Travel Policy and Guidelines. A summary of these guidelines are as follows:

Transportation

- Automobile mileage is reimbursed at current IRS reimbursement rate per mile.
- Air travel at coach rates; receipt required.
- Travel by other public conveyance (i.e. train, bus, taxi): receipt required.

Hotel/Motel Accommodation Costs

- Receipt from hotel/motel must be submitted.
- Reimbursement is made at single occupancy rate.

Incidental Expenses

- Parking fees: If available submit receipt.
- Telephone calls: The cost of short business calls may be reimbursed. One short personal call may be claimed per day.

Meals

- Meal expenses will be limited to the standard meal allowance established by the IRS. Partial day meal allowances may be claimed in accordance with the table shown on the claim form. If medTRANS or the conference provides a meal, please subtract this meal's partial daily allowance from the total daily allowance.
- medTRANS will not reimburse bar expenses or tips.

RECEIPTS REQUIRED FOR EXPENSES OVER \$25.