



**Travel Reimbursement
 Expense form
 Key Service Provider**

Claimant Name

Entity

Payee Address

Meeting or Committee

Date 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				

	Payable to Entity	Payable to Claimant
Total Meals =		
Private Car:		
Miles x =		
Car Rental		
Air, Bus or Train Fare		
Lodging		
Taxi		
Bridge		
Parking		
Incidental Expenses		
Total Payable to Entity		
Total Payable to Claimant		

Chair Name: _____

Chair Signature: _____ Date: _____

Return to: Frontrunner Captive Management
 Attn medTRANS Insurance, Ltd
 303 West Main St
 3rd Floor
 Freehold, NJ 07728
 E-mail: rbeckie@frontrunnercaptive.com
 Fax:

EXPENSE REIMBURSEMENT

Members

Policy

medTRANS has adopted a travel policy authorizing the reimbursement of ordinary and necessary travel expenses incurred by Key Service Providers while conducting medTRANS Insurance business.

Procedures

The Key Service Provider must complete a Travel Reimbursement Expense form. Claims will be reimbursed based on guidelines approved by the Board of Directors.

Each Key Service Provider 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.