



ASPPA 01/01/07
EXPENSE REIMBURSEMENT REQUEST
See Reverse for Complete Instructions

Please indicate if you are a member or non-member

Name _____
 Payee _____
 Address _____
 Telephone No. _____

ASPPA Function _____
 City _____
 Dates _____

*If this function involves lobbying legislators, please provide details on the back of this form.
 If this function is intersocietal in nature, requests for reimbursement must be supported by a report summarizing the function.*

Receipts are required for each expense item of \$25 OR MORE, except where noted with *

TRAVEL

Air or Train Fare (lowest coach fare available) \$ _____
 Automobile Expense: _____ miles x \$0.485 = *

Taxi, Limo, Public Transportation, etc. (lowest method available)

From _____ To _____ Via _____ _____
 From _____ To _____ Via _____ _____
 From _____ To _____ Via _____ _____
 From _____ To _____ Via _____ _____

Tolls _____
 Parking _____
 Baggage Handling _____

Total Travel \$ _____

HOTEL

Room Charge per day (incl. tax) _____ x _____ Days \$ _____
 Tips _____

Total Hotel \$ _____

MEALS (\$65 per diem max. incl. tips) Use reverse for notes/comments.

	Sun	Mon	Tues	Weds	Thur	Fri	Sat
Dates							
Breakfast							
Lunch							
Dinner							
Totals							

Total Meals \$ _____

OTHER (Please document)

_____ \$ _____
 Miscellaneous _____

Total Other \$ _____

I would like to contribute part of this reimbursement to ASPPA's Pension Education and Research Foundation \$ < _____ >

Requests for reimbursement must be submitted NOT LATER THAN 60 days after the expenses were incurred, or January 31 of the following year, whichever is the earlier date.

TOTAL REIMBURSEMENT REQUESTED \$

 Signature and Date

Mail to: ASPPA
4245 N. Fairfax Drive, Suite 750
Arlington, VA 22203

 Staff Signature and Date



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INSTRUCTIONS FOR COMPLETING REIMBURSEMENT REQUEST

1. Receipts are required for each expense item of **\$25 OR MORE**, including travel ticket and hotel bill receipts. The receipt, except for airline tickets and hotel bills, must be an original--no copies.
2. Reimbursement requests for these expenses should be forwarded directly to the ASPPA national office.
3. Travel:
 - a. Reimbursement for airline travel is authorized for the lowest coach fare available which includes a 21-day advance booking and a Saturday night stayover (unless the dates of travel did not involve a Saturday night stayover). If the meeting is called without a 21-day notice, the lowest coach airfare available will be reimbursed.
 - b. Taxi/Limo/Other incidental travel expense reimbursement is limited to travel between *home/office* and *airport/train station* and between *airport/train station* and *hotel/meeting place*. The least expensive mode of transportation must be used. Please note that taxis to and from dinner are not reimbursable.
4. Hotel room reimbursement is based on the standard price single room or the group rate established for the specific conference, seminar, meeting or other function. One hotel night for each day of meetings is reimbursed, with an additional night reimbursed if traveling across two time zones.
5. Meals are reimbursed to a maximum of \$65 per day. If any meals are provided by ASPPA, the \$65 per diem will be reduced as follows: breakfast - \$5.00; lunch - \$15.00; dinner - \$45.00. The per diem is inclusive of all meals on the day of the event (*e.g.*, speaking, committee meetings, etc.), including tips. Indicate on form if meal was for guests in addition to yourself.
6. Miscellaneous/Other Expenses: Documentation and receipts, whenever possible, must be included. Please note that telephone calls to your home or business are not reimbursable.
7. Any explanations you can provide that will expedite your expense reimbursement will be appreciated.
8. Comments and further description of expense items, including percentage of time spent on lobbying activities, may be made on this page.

Requests for reimbursement must be submitted NOT LATER THAN 60 days after the expenses were incurred, or January 31 of the following year, whichever is the earlier date.

Any requests received later than 60 days after the expenses were incurred, or after January 31 of the following year, whichever is the earlier date, will be forwarded to the Treasurer and shall be paid only upon approval by the Finance and Budget Committee, in accordance with the change to ASPPA's Statement of Operating Procedures, approved by the Board on January 20, 2002.