



ISMA Travel Expense Voucher

See reverse side for Travel Expense Policies

Return to: ISMA State President for approval then to ISMA Treasurer

Tip: When electronically filling this form out, use the arrow keys on the keyboard to get from cell to cell.

Name:	Date:
Address:	
City/State/Zip:	
The following expenses should be charged to (name and location of activity):	

Note: List only reimbursable expenses, attach receipts, and submit within 14 days.

Dates of Travel	Day:	Month:	Year:	Day:	Month:	Year:	Day:	Month:	Year:	Subtotal	This column for office use only
	Date:										
Travel:											
Plane/rail/bus fares											
Auto expenses (see reverse, item 3)											
Garage/Parking											
Tolls											
Local taxi/bus fares											
Telephone/Postage (trip related only)											
Tips											
Hotel/Motel											
Per Diem (Meals) (see reverse, item 7)											
Breakfast											
Lunch											
Dinner											
Misc/Specify (detail required)											
Subtotal:											
TOTAL (complete both subtotal sections before entering total):										\$	

Total Expenses: \$	VENDOR NO:
Less Travel Advance: \$	ACCOUNT NO:
Less Per Diem Advance: \$	AMOUNT: \$
Amount Owed (<i>attach check</i>): \$	OK'D BY:
Expenses to be reimbursed: \$ <i>(Allow three weeks.)</i>	VOUCHER NO:



ISMA Policies and Procedures for Reimbursement of Expenses

Travel expenses will be reimbursed within the limits established by the Internal Revenue Service and the ISMA. The Internal Revenue Service requires that any expense reimbursement of \$75 or more be substantiated by a paid receipt or other appropriate documentation attached to this voucher. Your cooperation will expedite payment.

Travel Allowance

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) must be submitted with expense voucher. If you choose to fly first class or by private plane, 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 or Bus:** Train or bus fares are reimbursable. Receipt required. Cost of airport bus or other surface transportation 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 driver for a receipt.
3. **Automobile:** ISMA travel allowance is as per current IRS business travel allowance as of the beginning of the present year—or least expensive air fare—whichever is less. Be sure to list number of miles driven. 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, or special service. These must be itemized.
6. **Hotel:** It is expected that representatives attending meetings will share a twin room whenever possible. (Attach a copy of hotel bill to the Travel Expense Voucher.) Additional time spent at the meeting site (for personal reasons) is not reimbursable.
7. **Meals:** Up to \$50 per day counting the day prior to conference and travel day after the conference will be reimbursed for actual meal expenses (including tips), or will be advanced upon request. Itemized receipts (not credit card statements) must be included. All reimbursements in excess of actual payments must be returned. ISMA will not reimburse purchases of alcoholic beverages.
8. **Travel Advance:** An amount to cover exact cost of round-trip expenses and the meal per diem will be advanced by the ISMA upon written request. If you request a travel advance/per diem for a meeting, return any unused funds, including airfare, to the ISMA within 30 days after the conclusion of the meeting. In the event of cancellation, if funds/airfare cannot be transferred to another approved event, they must be returned within 30 days.
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 ISMA President for payment. Please allow three weeks for payment.