

**Truman State University
Alumni Association Board of Directors
Travel Reimbursement Policy**

Alumni Board members shall be offered reimbursement for travel to Alumni Board meetings at the following rate:

<u>Distance to Meeting Place*</u>	<u>Reimbursement Amount</u>
0-100 miles	Up to \$100
101-300 miles	Up to \$200
301-500 miles	Up to \$250
501-1,000 miles	Up to \$300
Over 1,000 miles	Up to \$350

*The distance to meeting place criteria is based on one-way mileage, not round-trip mileage.

Notes:

- The **ORIGINAL** itemized receipts must be submitted with this expense form.
- Board members may choose not to request travel reimbursement.
- No reimbursement shall exceed actual expenses.
- The University's mileage reimbursement rate is 50 cents per mile (total miles x .50 = mileage reimbursement amount).

**Alumni Association Board of Directors
Travel Reimbursement Expense Form**

Name: _____ Date: _____

Meeting Date/s: _____

Meeting Location: _____

Distance from home to meeting: _____ miles (list one-way mileage, not round-trip mileage)

Travel Information (List type of expense)	Cost
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

Total \$ _____

Please attach all appropriate receipts or bills with this travel reimbursement request and submit to:

Truman State University
Office of Advancement
McClain Hall 205
100 E. Normal
Kirksville, MO 63501
(800) 452-6678 or (660) 785-4133
alumni@truman.edu