



General Instructions and Definitions for the FAME Travel and Expense Voucher

General Information:

- The voucher is void after 60 days from the date expenses were incurred.
- If necessary, attach a separate page explaining any unusual travel arrangements.
- Overnight lodging when traveling to or from a destination will not be reimbursed.
- It is the responsibility of the traveler to utilize the most economical method of travel for each trip, keeping in mind the nature of the business, the time of travel, cost of transportation and subsistence required.

Expenses:

Lodging

Refers to conference or meeting hotel accommodations. A copy of the hotel/motel bill must be attached to the voucher.

Subsistence

Meals that are included as part of a registration fee should not be included in this section. In general the following guidelines apply:

- Breakfast: Travel must begin before 6:00am and extend beyond 8:00am.
- Lunch: Travel must begin before noon and extend beyond 2:00pm.
- Dinner: Travel must begin before 6:00pm and extend beyond 8:00pm.

Transportation

Private vehicle: Travel distance must exceed 50 miles round trip for reimbursement to be approved. Automobile travel will be calculated according to a standard web-based mileage service, e.g., MapQuest or Google Maps, and will be reimbursed at the current rate used by the IRS Standard Mileage Rate.

Miscellaneous Expense

Please label and attach receipts to the voucher.

REGISTRATION FEE

A copy of the registration form for the meeting attended and a copy of the receipt for payment of the Fee must be attached to this voucher.

All transportation expenses, registration fees and actual costs of lodging according to the FAME Travel voucher shall be paid for delegates to national conventions only after submission of the proper documentation to the FAME Treasurer.



FAME TRAVEL AND EXPENSE VOUCHER

(All expenses must be submitted with 60 days of expenditure) FAME FEIN 23-7367407

Name _____
 Purpose of Travel _____
 From _____ To _____
 Date Travel Began _____
 Date Travel Ended _____
 Committee/Project to be charged _____

EXPENSES (see previous page for definitions)
Lodging Expense \$ _____
 Roomed with _____

Meal Expense
 Breakfast \$6 x number of meals _____ \$ _____
 Lunch \$10 x number of meals _____ \$ _____
 Dinner \$20 x number of meals _____ \$ _____

Transportation Expense
 Commercial Transportation \$ Private _____
 Vehicle 2016 rate: 14 cents per mile \$ _____
 Passenger Name(s) _____

Miscellaneous Expense
 Taxi or airport limousine fares \$ _____
 Bridge, road, tunnel tolls \$ _____
 Parking \$ _____
 Other \$ _____
 Other \$ _____

Registration Fee \$ _____

TOTAL REIMBURSEMENT REQUEST \$ _____

I certify or affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the undersigned as necessary travel expenses in performance of my official duties for FAME.

 Applicant Signature Date

Please mail my reimbursement to the following address:

Mailing Address: _____

City/State/Zip: _____

APPROVAL FOR REIMBURSEMENT

Expense approval is required from Committee Chairs and the treasurer for expenses charged back to committees.

The President's approval is only required for reimbursement requests questioned by the treasurer.

This expense is approved.

 Committee Chair Signature

 FAME Treasurer Signature

 FAME President Signature

This expense IS NOT APPROVED.
 See reason below:

FOR FAME OFFICE USE ONLY

Date Paid: _____

Check Number: _____

1099 Required yes no

Mail voucher and receipts to:

FAME Treasurer:
 Lorraine Stinson
 FAME
 150 N. Holmes Blvd
 St. Augustine, FL 32084