EXPENSE voucher-2023 (Standing rules on back side)

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| **DATE** | **EVENT** | **MILEAGE** | **$0.52/mile** | **MEALS** | **LODGING** | **OTHER** | **TOTAL** |
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| TOTAL EXPENSES:  (ATTACH RECEIPTS) | |  |  |  |  |  |  |

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| RETURN TO:  Jody Bjerke  826 S. Bordson St.  Appleton, MN 56208  Jbjerke60@gmail.com | Name: |  | |  |  | | --- | --- | | MAHV |  | | District |  |   Check # |
| Address: |  |
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| Sign: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Expense Voucher March/2023 | | | |

**Expenses: To be reimbursed, expenses must be submitted using this Expense form. Receipts are required for all expenses except mileage. It can be completed on line and email. Mail receipts via postal mail.**

**Allowable expenses**:

1. President and President-Elect – Expenses for Annual meeting, fall and spring District. Forums, Legislative Day and SAL/AHA Conference (1 person) and expenses related to Minnesota Association of Healthcare Volunteers business.
2. Past President – Expenses for Annual meeting, Legislative Day and expenses related to Minnesota Association of Healthcare Volunteer business as approved by the President.
3. All LeadershipBoard members – Expenses for all official LeadershipBoard Meetings called by the President. Other expenses related to work as a LeadershipBoard member approved by the President.
4. Committee Chairs - Expenses for the fall training meeting.
5. Annual Conference Chair – Expenses for Annual Conference.
6. Legislative Chair – Expenses for Legislative Day.
7. Invited guests/ad hoc committees – Expenses approved by the President.
8. District Chairs -- Expenses for the fall training meeting, supplies (postage, paper, copying), mileage to District meetings and to other district facilities, registration for fall and spring district meetings. Any other expenses need to be approved by the Leadership Board.

**Expense Guidelines**

1. Mileage: 80% of the federal reimbursement rate or the use of a rental vehicle, plus the cost gas, if that is less expensive than reimbursing

mileage for use of a personal vehicle; carpooling is encouraged.

b. Airfare: Requires pre-approval by the President.

c. Meals: Maximum is $75 per day; receipts required; alcohol not reimbursed.

d. Lodging: Hotel room paid by organization for Leadership Board members attending Board meetings; District Chairs and Committee Chairs and invited guests attending the fall training meeting. Double occupancy encouraged. Extra overnight will be reimbursed for board members who travel more than 3 hours to a meeting that starts before 10 AM and/or go beyond 5 PM.

e. Supplies: Requires a receipt; Expense over $100 requires pre-approval by the President.

f. Conference Registration: Paid for President, President-Elect, Immediate Past President, Annual Conference Chair