

Marquette Mountain Reimbursement Policy & Expense Voucher

The purpose of this policy is to establish criteria for reimbursement allowing our patrollers to further their education and skills through Region and Division offered clinics and workshops.

All clinics and workshops must be approved for reimbursement by the patrol director PRIOR to the event.

1. Receipts must accompany all expenses, including meals, lodging, travel, and miscellaneous expenses. No exceptions.
2. Mileage reimbursement shall be provided at the current rate per mile. Attach a mileage itinerary as your “receipt” of travel.
3. Hotel costs shall be reimbursed at one-half the double room rate.
4. Meal costs shall be reimbursed up to a maximum rate of \$40 per day, with the reimbursement subject to the submission of receipts.
5. The costs of meeting registrations and related official functions shall be reimbursed at the actual cost of the event. This does not include the cost of banquet meals. This falls under #4 above.
6. Expense vouchers must be submitted within 30 days of the close of the event for which reimbursement is being requested.

Program Name _____ Dates _____

Date	Description	Hotel	Meals	Mileage	Registration	Other
Subtotals						
Total Reimbursement Requested (Be sure all receipts and mileage is attached)						

Remit to: (Name & Address)

I have incurred the above expenses:
 Signed _____
 Printed _____