

# Instructions for Submitting Expenses for Reimbursement

## **Travel Expense Form:**

1. The expense report should be submitted no later than 30 days following the meeting or activity.
2. All expenditures must be accompanied by a detailed itemized receipt. For expenses without a detailed receipt, you will only be reimbursed \$20. The receipt should include both the detailed purchase receipt and the credit card slip, if charged to a credit card.
3. For expenses charged to your hotel bill, please include the detailed purchase receipt and the hotel bill to ensure reimbursement.
4. For mileage reimbursement, please include a map quest or google map with directions with your expense report.
5. **Please see attached samples of approved expense report documentation.**

## **Meals:**

6. PAHx will reimburse Board members' meals that are not otherwise provided by PAHx. The actual cost for 3 meals a day (Breakfast, Lunch & Dinner) including tip, will be reimbursed provided the total per day cost does not exceed \$100.00.
7. The receipt should include both the detailed purchase receipt and the credit card slip, if charged to a credit card. For expenses charged to your hotel bill, please include the detailed purchase receipt and the hotel bill to ensure reimbursement.
8. For receipts that include meals for more than 1 person, the names of all diners must be listed and included with the detailed receipt and credit card slip.

## **Miscellaneous:**

9. Personal charges (i.e. movies, magazines, sundry items) will not be reimbursed.
10. Details should be provided for any changes listed in the "other" line.
11. Please be sure to sign your expense form prior to submittal to PAHx.
12. Photocopies or scanned copies of receipts and expense forms are acceptable.
13. If the expense form is complete when submitted (all receipts attached, all charges within acceptable range, form signed, etc.), the reimbursement check should be mailed within two weeks of PAHx's receipt of the form.