

MADISON AREA ELECTRICAL JATT

2730 DAIRY DR., STE: 102, MADISON, WI 53718 – 608.221.3321; neca-ibew@wijatc.org

TRAVEL EXPENSE REIMBURSEMENT FORM

Before completing, please read guidelines on the back of this form.

THE FOLLOWING INFORMATION IS REQUIRED FOR RETURN OF CHECK. PLEASE PRINT OR TYPE

NAME:	
ADDRESS:	
CITY-STATE-ZIP:	
PHONE:	
E-MAIL:	

DESCRIPTION OF EXPENSE

PURPOSE:	
LOCATION:	DATES:

DETAIL OF EXPENSES

Please itemize individual charges making up total. Attach all receipts for expenses.

TRANSPORTATION:					TOTAL
Air/Rail Ticket:					
Auto Rental:					
Personal Auto Mileage:	Total Miles	X	Rate/Mile	53.5 cents*	
Parking:					
Tolls:					
Taxi:					
LODGING:					
MEALS:	Date:				
Breakfast:					
Lunch:					
Dinner:					
TIPS:					
PHONE CALLS:					
OTHER (specify):					
TOTAL REIMBURSEMENT REQUESTED:					\$

Explanatory remarks:

SIGNATURE: _____ **TODAY'S DATE:** _____

ATTACH ALL RECEIPTS

MADISON AREA ELECTRICAL JATT
EXPENSE REIMBURSEMENT POLICY (SUMMARY)

The Trustees of the Madison Area Electrical JATT believe that employees and fiduciaries of the JATT and JAC who incur actual and reasonable expenses in carrying out their authorized duties should be reimbursed by the JATT. Employees and fiduciaries carrying out their authorized duties will be expected to exercise the same care in incurring expenses that a prudent person would exercise. Reimbursement will only be made for reasonable costs of necessary expenses actually incurred. The following procedures shall apply for reimbursement of expenses. For review of the complete policy, please consult www.wijatc.org

GENERAL PRINCIPLES FOR REIMBURSEMENT

1. Claims for reimbursement of expenses must be submitted to the Trustees within 30 days of the expenses being incurred.
2. In cases in which an individual incurs expenses and another organization has agreed to reimburse the individual, then the claim must be submitted directly to that organization. The JATT will not reimburse the individual and then seek repayment from another organization or individual.
3. Original receipts are required. A travel agent's bill is typically not sufficient substantiation for lodging or travel. Hotel/motel bills and airline ticket vouchers must be attached to the expense report form.
4. Taxi receipts are required and should be signed by the driver.
5. Expenditures in excess of \$25 presented without a receipt, will not be reimbursed. For expenses less than \$25, a receipt should be obtained, if possible. If a receipt is not possible, the expenditure must be identified as to reason, time, place and amount on the expense report form.
6. The JATT will pay expenses for employees and fiduciaries only, not for spouses, family members, or friends.
7. Reimbursement shall only be warranted if the individual actually incurs the expense.

MEALS EXPENSES:

1. Only reasonable and actual cost of meals shall be reimbursed.
2. It is permissible for one individual to pay for the meals of other JAC employees or fiduciaries if each of the individuals' meals would have been reimbursable, provided that the name of each individual present and the amount of each meal is listed on the expense report form.
3. The JATT will generally only reimburse meals of JAC/JATT employees or fiduciaries.
4. Reimbursement for alcohol – The JATT will not reimburse individuals for alcohol purchase.

MISC CHARGES:

1. Personal long distance telephone charges will not be reimbursed.
2. Reasonable tips will be reimbursed and should be detailed on the expense report form. Tips on meals may not exceed 20%.
3. The JATT shall not reimburse personal charges, such as laundry/dry cleaning, personal entertainment, sundries, mini-bar costs, golf/tennis fees, sightseeing tours, in-room movies, alcohol purchase not covered by this policy, etc.
4. The JATT shall only compensate an individual for lost wages, while attending a conference or training, if the individual receives hourly wages and is not otherwise paid for the time spent at the conference or training. Individuals that are unemployed at time of attendance are not eligible for lost time compensation.

RECEIPTS:

1. Our auditors have requested that Travel Expense Reimbursement Forms be supported by original receipts for all individual items of \$25.00 or more. Please attach all original receipts (including original airline passenger receipt or itinerary and/or confirmation for electronic/ticketless travel) to the completed form. Photocopies are not acceptable. Please list exact costs on the form where possible. (Do not round off numbers.) This includes receipts for travel, lodging, parking, tolls, taxis, etc.
2. The JATT must receive the itemized statement of charges from the hotel. The credit card receipt is not sufficient. Items other than lodging charges, meals, and taxes should be explained. The JATT does not reimburse for movie charges, valet service, sundries purchased, or additional charges for individuals who are traveling with the representative.