

Payment Request Form

(Revised Aug 2022)

Mathematical Association of America

11 Dupont Circle NW, Suite 200

Washington, DC 20036

P: (202) 387-5200 F: (202) 265-2384

Name

Address

Please email completed & signed
reimbursement form along with
receipts to maafinance@bill.com.
Formats accepted: PDF, JPG, JPEG

Email

Telephone

Purpose

Requester Signature

Date

All receipts are required upon submission of payment request form.

A. Transportation Expenses

Plane Train

Rental Car Taxi

Parking / Tolls / Other

Mileage Reimbursement Calculation

Number of Miles: x \$0.625 = **Submit proof of mileage (i.e., Google Maps)*

Total Transportation Expenses

B. Lodging & Meal Expenses

Lodging / Hotel Meals

Per Diem Calculation

Number of Travel Days: x Per Diem Rate: =

Number of Full Days: x Per Diem Rate: =

Total Per Diem

Total Lodging & Meal Expenses

C. Stipend or Honorarium

Total Stipend or Honorarium

D. Miscellaneous Expenses

Phone Copies

Other* *Explain:

Total Miscellaneous Expenses

Total Reimbursement (A + B + C + D)

Please reference MAA's Policy Governing Reimbursement of Travel Expenses.

MATHEMATICAL ASSOCIATION OF AMERICA

Policy Governing Reimbursement of Travel Expenses

GENERAL

1. Reimbursement by MAA for travel expenses is intended as repayment for actual out-of-pocket expenses only.
2. Signatures: the traveler must sign this request, and an approval signature and date is necessary for all grants.
3. No claim should be made to MAA for expenses for which reimbursement is received from other sources. In the case of a trip for which reimbursement is received from more than one source, expenses should be allocated in a reasonable, proportional manner.
4. Original receipts are to be supplied for travel, lodging, and any other items.
5. Persons requesting reimbursement are expected to observe prudent economy in choice of lodging, meals, and mode of travel. The following statements are intended to clarify and make more explicit this general policy.

TRAVEL

1. It is expected that anyone whose travel expenses are to be reimbursed by MAA will travel by the more direct route in terms of time and distance. Major deviation or delay should be explained.
2. Airplane travel should normally be at coach (tourist, economy, and single class) rate. Travelers are urged to seek special discount rates wherever possible.
3. Short daytime trips by train should be by coach. For overnight trips, a roomette should be used.
4. Rental cars should be used only where the cost is less than that of public transportation or where public transportation is not available and the rental cost is less than that of a taxi. Travelers are urged to seek weekend or other discount rental rates.
5. Travel by private cars should be for relatively short trips only. Reimbursement is at the rate of \$0.575, annually indexed per mile, and this is intended for automotive expenses excluding toll charges and parking fees.
6. Except in cases where special circumstances preclude travel by public carrier, reimbursement for trips of over 600 miles round trip by private car will be at the rate of minimum air fares available during reasonable travel hours at the time of the trip, plus an allowance for taxi or limousine to and from the airport.

LODGING AND MEAL EXPENSES

1. Reimbursement will be made for actual expenses for lodging and meals.
2. Reimbursement is authorized for hotel and meals at moderate local rates. Travelers are expected to seek the lowest rates available within reasonable limits of comfort and convenience. Personal charges such as phone, in-room movies, and laundry should not be included.
3. Hotel rates are authorized up to a maximum of \$229 a night. If hotel charges will exceed the amount listed here, prior approval from MAA is required.

MISCELLANEOUS EXPENSES

1. Reimbursement is authorized for necessary taxi and limousine expenses in connection with air or train travel. A modest amount of miscellaneous expenses, such as tips to porters and business telephone calls, is permitted. Tips to waiters should be included as part of the meal costs. Reimbursement will include expenses for materials needed in a presentation for a meeting, such as copying and supplies. Unusual expenses should be explained. **All receipts are necessary for any expenditures** requested for reimbursement.