



Eastern Athletic Trainers' Association

Tim Kelly, 1012 C Merritt Rd. West Point, NY 10996

2023

EXPENSE RECORD REQUIREMENTS

Please complete this form as accurately as possible, including a mailing address for any correspondence regarding this expense form.

Failure to do so may delay processing.

| Day > | | | | | | | | | Totals for the Week |
|----------------------------------|--|--|--|--|--|--|--|--|---------------------|
| Date > | | | | | | | | | |
| City > | | | | | | | | | |
| Transportation (Air, Rail, etc.) | | | | | | | | | |
| Local Taxi, Bus, Tolls | | | | | | | | | |
| Mileage __ miles @ .655 | | | | | | | | | |
| Parking | | | | | | | | | |
| Auto Expenses (excl. mileage) | | | | | | | | | |
| Lodging | | | | | | | | | |
| Breakfast (\$10 limit) | | | | | | | | | |
| Lunch (\$15 limit) | | | | | | | | | |
| Dinner (\$30 limit) | | | | | | | | | |
| Tips | | | | | | | | | |
| Telephone/Internet | | | | | | | | | |
| Misc. Expenses (explain below) | | | | | | | | | |
| Total | | | | | | | | | |

1. Please provide original receipts for all expenses. Any claimed expense not documented by receipt should be explained in the space provided. (e.g., tip for courtesy personnel at hotel, etc.)

2. List all expenses for both cash disbursements and credit card charges. The supporting documentation must sufficiently explain any business related expense (who/what/when/where/why).

3. It is necessary to have the purpose of the trip for accurate expense coding.

Purpose of Trip: _____

Name: _____

Address: _____

City/State/Zip: _____

Traveler's Signature: _____

Date Signed: _____

Approved By: _____

| Date | Explanation of Miscellaneous Expenses |
|------|---------------------------------------|
| | |

| Accounting Use Only: | |
|----------------------|--|
| Date Paid: | |
| Check #: | |

| Totals for the Week: | Amount: |
|----------------------|---------|
| Total Expense: | |
| Due Company: | \$ - |
| Total Due Traveler: | \$ - |
| Balance Paid: | |

EATA Expense Reimbursement Policy:

1. All expenses for travel must be approved in advance by the Treasurer and/ or President.
2. Individuals representing EATA should exercise discretion in incurring expenses. The least expensive, most efficient mode of travel should be used.
3. Expenses presented for reimbursement must be supported by original receipts. Photocopies are not acceptable for IRS and audit purposes.
4. Unless otherwise specified, EATA will reimburse the member for the member's expenses only. (Please do not submit expenses for family members and/or other persons not eligible for EATA reimbursement.) Also, please note, for meal expenses that include others, who was included and why (e.g., committee luncheon or meeting).
5. Expenses for meetings that are not held at the Annual Meeting are normally paid for by EATA (if budgeted). Committee Chairs must obtain approval from the Treasurer prior to incurring expenses for committee meetings or other needs. Committee chairs should notify all committee members whether or not expenses will be covered. EATA will only reimburse those expenses covered in the Expense Reimbursement Policy for budgeted meetings.
6. EATA will reimburse either the individual or the individual's institution, but not both, for any expenses. No individual should attempt to receive a reimbursement from the EATA if another entity will be providing the reimbursement.
7. **Expense reimbursement requests must be submitted to the EATA within 30 days of completion of the trip/activity.** Members attending committee or liaison meetings must submit a written committee report or completed liaison report form at the same time to ensure prompt reimbursement.

Travel Expense Reimbursement

All travelers utilizing EATA funds for their travel must follow the procedures listed below. The Treasurer, in conjunction with the President, can make adjustments to these items as necessary if in the best interest of the Association.

1. The Treasurer must approve all expenses in advance. Failure to follow this policy may result in the individual being responsible for the expenses.
2. The traveler is expected to search for the least expensive method for travel. Only "coach" fare will be reimbursed.

3. Rental cars can/ should be utilized if less expensive than personal auto use.
4. All mileage will be reimbursed at the current IRS rate. Travel of less than 100 miles round trip will not be reimbursed.
5. Reimbursement requests must be made within 30 days of the actual travel with the appropriate receipts.
6. Unless previously specified, expenses will only be reimbursed for the EATA member. Separate receipts should be maintained for others.
7. If a traveler or member of the EB has more than 4 hours of driving time, the Association will reimburse the member for accommodations the night prior to and night after the meeting so as to break up the driving time.
8. If flight reservations are such that it's less expensive for a member of the EB to stay another night, the Association will reimburse the member for an extra night's accommodations, and strongly encourage each EB member to consider this when making travel arrangements.

Instructions for Completing This Form

1. Please print or type your name.
2. Please clearly print or type your name and the purpose of your trip. [Example: Speaker Travel.] .
3. Any expenses billed directly to EATA should be noted, but not included in total expenses.
4. Mileage is reimbursed at the current IRS rate. Effective 01/01/2022 the rate is \$0.655 r mile.
5. Expenses not classified in the headings on the left hand column should be entered on the miscellaneous expense line and detailed in the box labeled "Explanation of Miscellaneous Expenses".
6. Space is also available in that area for comments that may speed processing of your request. [For example, if the check should be made out to your institution instead of you, please specify that under "Comments."]

Sign and date the report and forward it via mail to Tim Kelly, EATA 1012 C Merritt Rd. West Point, NY 10996, OR email at tim.kelly@westpoint.edu _____