

Midwest Umpires Association Inc.
EXPENSE REIMBURSEMENT REQUEST FORM

Name: _____

Board Position: _____

Description/Justification of Expenses:

Itemized Expenses (each item must have a receipt attached before submitting)

1.

2.

3.

\$_____ Total Requested for Reimbursement

Expenses incurred by board members or members designated as representatives by the board that relate directly to conducting MUA business can be submitted for reimbursement. This includes but not necessarily limited to: meals less than 25.00 per person for business lunches/etc with prospective and current clients, and gas expenses while driving to meetings more than 75 miles away from the center of St Louis, MO. Only meetings that are required to maintain MUA's client relationships will be available for travel reimbursement. Lodging expenses shall not be available for reimbursement unless unanimously approved in writing by the board of directors prior to overnight stay. An expense report form will be filled out in full and submitted with original receipts to the Treasurer of MUA. The Treasurer shall have the authority to approve expense reimbursement using this policy as a guide for expenses under \$100. Any expense reimbursement request over \$100 will require review and approval by at least 2 additional board members (not including the board member who submitted the expenses) prior to payment.

The expenses submitted above were incurred for valid business reasons while representing Midwest Umpires Association Inc. I am responsible for accuracy of information in this report.

Signed: _____ **Date:** _____

Print Name: _____