



## MISSOURI JAYCEES EXPENSE REIMBURSEMENT GUIDELINES FOR STATE OFFICERS AND REGION DIRECTORS 2010

1. No expense reimbursements will be paid until an Expense Reimbursement Report Form is submitted to the State Service Center, with appropriate receipts and/or documentation attached. Indicate which trimester you are claiming expenses for and remember to sign and date the reimbursement report form.
2. Please list mileage as round-trip. You can only claim mileage if you actually drove your vehicle. Riding with someone else does not count. If someone else claims mileage for the trip, you *cannot* claim any amount you may have split on the gas. The mileage reimbursement rate is determined each year by the Budget & Finance Committee, usually consistent with the IRS rate.
3. Receipts are required to verify expenses for meals, lodging, airfare and ground transportation (shuttles, cabs, etc.).
4. To receive reimbursement for telephone calls, you must provide a copy of your phone bill, with Jaycee related calls highlighted. We do NOT reimburse for recurring monthly charges.
5. Maximum reimbursements will be calculated as follows:
  - ◆ State President: \$1.00 per member (new and renewed) statewide. An additional \$1,500 maximum for out-of-state travel expenses. In-state lodging and registration expenses that are related to statewide meetings are covered at 100%.
  - ◆ State VP's. COS & COB: \$0.25 per member (new and renewed) statewide. In-state registration expenses that are related to statewide meetings are covered at 100%.
  - ◆ Region Directors: \$0.50 per member (new and renewed) within their respective region.
6. Membership driven reimbursement requests must be submitted within 30 days after each trimester ends or the reimbursement of expenses will be forfeited.
7. Membership driven reimbursements are calculated and paid following each trimester as follows:
  - ◆ First Trimester (Jan-Apr) – Reimbursements usually available in May 2010, after the April membership audit.
  - ◆ Second Trimester (May-Aug) – Reimbursements usually available in September 2010, after the August membership audit.
  - ◆ Third Trimester (Sep-Dec) – Reimbursements usually available in January 2011, after the December 2010 final membership audit.
8. For the State President's out-of-state travel, lodging and registration expenses, requests for reimbursements may be submitted at any time and will be processed and paid as they are received.

