

DELEGATE EXPENSE REPORT 2019 INTERIM MEETING

DIVISION: MMS
PROJECT NAME: Interim HOD Meeting (100/81000/000689)
NAME (please print): _____
ADDRESS: _____
I AM A DELEGATE FOR (DISTRICT/SECTION): _____
DATE: _____

	Company	Accounting Unit	GL Acct. Code	Amount	Activity Number	Account Category
HOTEL EXPENSE*	100	81000	770140		000689	77014
PARKING EXPENSE	100	81000	770130		000689	77013
MILEAGE EXPENSE <i>(RESIDENTS & STUDENTS ONLY)</i>	100	81000	770120		000689	77012
Amount Due to Delegate						

***Society will reimburse for up to two nights at the group rate of \$159/night plus tax.**

<i>I certify that I am a delegate and that the above expenses were incurred at the 2019 Interim Meeting.</i>	Approved By: _____
Delegate Signature: (required)	Second Approval: _____

STAPLE ORIGINAL RECEIPTS TO EXPENSE REPORT AND RETURN COMPLETED FORMS TO:

Laura Bombrun, Executive Office
 860 Winter Street; Waltham, MA 02451-1411
 Fax: 781.464.4849

Requests for reimbursement should be submitted within 30 days.

ACCOUNTS PAYABLE ONLY

APPROVAL VERIFIED: _____	DELEGATE VERIFIED: _____
RECEIPTS VERIFIED: _____	
MATH VERIFIED: _____	
AUTHORIZATION VERIFIED: _____	

VOUCHER #: _____
 VENDOR #: _____
 ENTITY #: _____



Business Travel Reimbursement Guidelines for MMS House of Delegates Meetings

(Updated January 2019)

The following travel reimbursement guidelines are provided for MMS delegates attending meetings of the House of Delegates:

1. Lodging:

- Reimbursement for MMS delegates is provided for up to two nights before or between sessions of the House of Delegates at the negotiated MMS group rate (specific to each meeting).
- Requests for reimbursement for additional hotel nights for the House of Delegates meeting should be directed to the MMS Executive Office (extension 7007) prior to the meeting. The President or the President's designee may authorize additional hotel nights based upon travel time or extenuating circumstances involved in the delegate's mobility.

2. Meals:

- The Society provides meals to delegates as part of all business functions of the House. Meals outside of regular business sessions will not be reimbursed.

3. Transportation/Mileage:

- Only residents and students are allowed reimbursement for mileage for attendance at House of Delegates meetings. Travel Reimbursement Guidelines for reimbursement must be followed [Resolution: 302, A-96(C)]. Delegates who request reimbursement for mileage to MMS HOD meetings are required to submit requests to the President in advance. Requests will be considered on a case-by-case basis and the Society will take into account issues of hardship. The Society does not encourage, nor can it sustain, reimbursement for mileage for all delegates.

4. Parking:

- The Society will reimburse delegates for self-parking at the MMS designated hotel during regular business sessions of the House and reference committee hearings. Delegates who stay overnight will be reimbursed for overnight self-parking for the approved nights before sessions of the House of Delegates.

5. Incidentals:

- Incidental expenses are the responsibility of the delegate. These include, but are not limited to:
 - Phone calls
 - Laundry services
 - Mini-bar items
 - Fines for parking or moving violations
 - Personal expenses
 - Companion expenses
 - Movies, health club fees & other entertainment expenses
- Lost or stolen personal property is the responsibility of the delegate
- The Society will reimburse reasonable tips for help with luggage.

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6. Process for obtaining reimbursement:

- Delegates requesting reimbursement, within the Guidelines listed above should submit their request within 30 days of the HOD meeting.
- Signed expense reports, along with original receipts, should be mailed to:
Governance Meetings & Services
MMS
860 Winter Street
Waltham, MA 02451-1411.
- Please keep a copy of your expense report for your records.
- When in doubt of procedures or for specific approval, contact the President or Executive Vice President for clarification before committing to the expense. Only the President provides the authority for individual members to incur costs for reimbursement for official Society business.
- Unresolved situations concerning reimbursement of expenses for delegates shall be referred to the President. Unresolved appeals will be referred to the Committee on Administration and Management of the Board of Trustees.