Reimbursement/Bill Payment Form Instructions

The expense form is designed to assure that you have an appropriate vehicle to provide the following:

1. The necessary records to ensure the integrity of MSMAA bookkeeping
2. A timely reimbursement of your expenses
3. An accurate account of expenses in each budgeted item.**
4. An accurate account of expenses for each self-supporting event (conferences, conventions, confluence etc.)**

When completing this form, it is most important that you:

1. ***Attach* all related receipts!**
2. ***Complete* all the information across the top of the form**
3. ***Separate*** your expenses into the indicated three ***major categories*** and put the grand total in the **IV. Total Amount Box**
   a. Desk expenses
   b. Travel expenses
   c. Miscellaneous expenses
4. ***Indicate*** in columns provided in the subcategories
   a. the amount
   b. event
   c. office/committee and Budget Category for each subcategories. (Very important!)

   NOTE: The sum of the categories should equal the total put in the **Total** Box for each category.
5. ***Add*** the three category box totals and place in the **IV. Total Amount Box**.
6. ***Mail*** the completed "Reimbursement/Expenses Voucher Form" to the Budget and Finance Chairman:

   Allene Wright
   518 Pinewood Dr
   St Joseph, MO 64506 allenew668@gmail.com

Most important reason for going through all this paperwork

It is necessary that you submit receipts with the expense form for those expenses for which you are being reimbursed. ***Reimbursement of expenses to any individual without adequate documentation could jeopardize the Alliance's tex-exempt status.*** The Internal Revenue Service regulations require that receipts be maintained as documentary evidence for ALL lodging and air fare, regardless of amount, and other expenditures of $25 or more. Travel by automobile must be documented, and exact mileage recorded. Any individual who receives reimbursement must provide adequate supporting documentation to the Alliance. ***If an individual does not provide adequate documentation by receipts, we will be required to issue an IRS Form 1099, since the IRS considers the amount of the undocumented reimbursement as income to the individual.***

NOTE: **Always turn in all your expenses. If your expenses exceed the budget amount, the Budget Chairman may not be able to authorize the full reimbursement. However, knowing your total expenses, including your "out of pocket expenses", will help when determining future budgets.