

TRAVEL CLAIM FORM INSTRUCTIONS

The Travel Claim Form must be completed for all official travel that is conducted on behalf of MOAA. As a reminder, spouse travel has not been authorized for the Council Presidents' Seminar. Please make every effort to submit your travel claim for reimbursement within 30 days of the conclusion of the Council Presidents' Seminar. **Prior to filling out the Travel Claim Form, it is recommended you review the 2019 Memorandum on Travel, Lodging and Meals as a refresher of what is and is not a reimbursable expense.**

NOTE: All reimbursable expenses must be supported by receipts or other supporting documentation.

The electronic version of the Travel Claim Form will calculate your mileage and total your expenses entered on the Daily Travel Expense Record, and accumulate them in the correct columns of the Expense Summary section. To access the travel claim form, go to <http://www.moaa.org/councilseminar/> then select the Travel Claim link.

Complete the electronic form, save a copy to your computer, print it, sign and date it, then scan the form and receipts and either submit by email to: victoriat@moaa.org or by mail to: MOAA Chapter Affairs, 909 N Washington St. Suite 300, Alexandria, VA 22314. All travel claims should be submitted for reimbursement within 30 days of the last day of the Seminar. If you print the blank form and fill it in manually, be sure to transfer the totals from the Daily Travel Expense Record to the Expense Summary section of the Travel Claim Form.

Please enter your personal information on the first 8 lines at the top of the Travel Claim Form. Also enter your name at the top of the Daily Travel Expense Record. Enter all expenses incurred and being claimed for reimbursement for this travel on the Daily Travel Expense Record.

Expenses incurred in the performance of MOAA business are classified into three categories: Travel Expenses, Subsistence Expenses, and Special Expenses. **Please refer to 2019 Memorandum on Travel, Lodging and Meals.**

Travel Expenses include reasonable economy class airfare; baggage fees and tips, rail and bus fares; mileage for a POV when determined more cost beneficial than other means of transportation, taxis, transportation or mileage to and from the airport, parking, and tolls. Mileage will be calculated at the rate prescribed by the Internal Revenue Service (see details page for current rate). All reimbursable expenses must be supported by receipts. Line itemization of expenses may be inclusive for both council/chapter leader and spouse, except for air, rail or bus fares, which should be listed separately under Travel Expenses.

When making your arrangements, please use discretion and good judgment in finding the most economic carrier/flight. Submit a copy of your ticket(s) with your travel claim. MOAA will not reimburse for canceled tickets as tickets are non-transferable. Should it become necessary to rewrite a ticket, MOAA will not reimburse any penalty or change fee. MOAA does not reimburse you for the cost of travel insurance, cost of upgraded seats nor travel agency service fees.

When a privately-owned vehicle (POV) is used as a means of transportation in the performance of MOAA business, list the round trip mileage. The CFO will use the monetary rate prescribed as "standard" by the Internal Revenue Service regulation (see details page for current rate). **For travel by POV, reimbursement will be limited to the cost of reasonable round trip economy airfare, with printed estimated cost obtained at least 30 days prior to travel date.**

Subsistence Expenses include authorized reasonable lodging, meals, fees, and baggage or housekeeping tips. If you pay for a meal for more than one party, please list names of all diners. Please separate meal charges from lodging if they are combined on the hotel bill. **Please refer to the Lodging and Meals paragraphs of the 2019 Memorandum on Travel, Lodging and Meals for allowable expenses.**

Special Expenses include those incurred in the performance of Association business, which fall outside the definition of travel and/or subsistence expenses relating to MOAA business. Itemization is required and should be supported by receipts. **MOAA will not reimburse you for any incidentals, i.e. laundry, personal telephone calls, excessive tips, etc.**

Remember: Claims for reimbursement must be supported by receipts or other supporting documentation for all expenses and should be submitted with the Travel Claim Form before forwarding it to MOAA. Failure to provide receipts or complete the Daily Travel Expense Record and Expense Summary will cause a delay in processing your claim.