

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 expenses for the Council Presidents' Seminar will not be reimbursed.** Please make every effort to submit your travel claim **within 30 days** of the conclusion of the Council Presidents' Seminar. **Prior to filling out the Travel Claim Form, please review the 2020 Memorandum on Travel, Lodging and Meals.**

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, [select this link](#) 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: ErinS@moaa.org or by mail to: MOAA Chapter Affairs, ATTN: Erin Stone, 201 N Washington St, Alexandria, VA 22314. 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.

Expenses incurred in the performance of MOAA business are classified into three categories: Travel Expenses, Subsistence Expenses, and Special Expenses.

Travel Expenses include reasonable economy class airfare; baggage fees and tips; rail and bus fares; round trip POV mileage from home to the conference site when determined more cost beneficial than other means of transportation; taxis, transportation or mileage to and from the airport; parking at the point of departure; and tolls. MOAA will not reimburse for cancelled or changed ticket fees, upgraded seats, or travel agency service fees. Mileage will be reimbursed at the 2020 rate prescribed by the Internal Revenue Service. **For travel by POV, reimbursement will be limited to the cost of reasonable round trip economy airfare.**

Subsistence Expenses include authorized reasonable lodging, meals, fees, and baggage and 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.

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.

ALL expenses (even those under \$25) must be supported by receipts. Also submit a copy of airline ticket(s) with your travel claim. If traveling by POV, the claim must be accompanied by a copy of comparative airfare cost obtained at least 30 days prior to travel date. Failure to provide receipts or complete the Daily Travel Expense Record and Expense Summary will cause a delay in processing your claim.