

National Athletic Trainers' Association
 1620 Valwood Pkwy, Suite 115
 Carrollton, TX 75006
 (214) 637-6282/(214) 637-2206 Fax



2018

Reimbursement Form

Name	
Email	
Committee/Program	
Purpose of trip	
Destination	
Dates of travel	
Mailing Address	

IMPORTANT NOTES

- * Include tip amount in meals and taxi totals
- * Attach itemized receipts for all expenses (scan or photo)
- * Send form and receipts to staff liaison for approval
- * See instructions and reimbursement policy on page 2

Approved by	
Date	

Enter Date →									Totals
Air or Rail Fare									
Baggage fees									
Taxi/Uber Bus/Tolls									
Enter total miles →									
Parking/Rental car									
Breakfast (\$10 limit)									
Lunch (\$20 limit)									
Dinner (\$35 limit)									
Lodging									
Miscellaneous									
Total Expenses									

Date	Explanation of misc. expenses or comments

For Accounting Use Only	
	4082
	4083
	4084
	4999
Voucher #	

Instructions for completing the Reimbursement Form

1. Please enter your full name (as it should appear on the reimbursement check).
2. Enter your email address.
3. Choose your Committee, Program or Liaison from the drop-down menu.
4. Enter the purpose of your trip. [Example: 2018 Joint Committee Meeting]
5. Enter the name of your destination city.
6. Enter the dates of travel. [Example: 1/26/18 - 1/28/18]
7. Enter the mailing address where the check should be sent.
8. Enter the date and fill in your expenses in each category. The form will calculate your totals.
9. Please explain miscellaneous expenses in the space provided.
10. Send your completed form and itemized receipts to your staff liaison for approval.

Please note:

- Itemized receipts are required for reimbursement.
- Mileage is reimbursed at the current IRS rate. Effective 1/1/2018 the rate is 54.5¢ per mile. Please include Google map with start and end points as mileage support.
- Unless otherwise specified, NATA will reimburse you for your expenses only. Please do not submit expenses for family members and/or other persons not eligible for NATA reimbursement. Also, please make a note on expenses that include others, who was included and why. [Example: Lunch meeting with John Doe.]

NATA Expense Reimbursement Policy

- All expenses must be approved by your staff liaison.
- Individuals representing NATA should exercise discretion in incurring expenses. The least expensive, most efficient mode of travel should be used. Committee members who choose to drive to meetings will be reimbursed for mileage up to the amount of the lowest airfare available at the time. Gasoline and other auto expenses are included in the mileage reimbursement. Parking is not included in the mileage reimbursement and will be reimbursed up to \$13 per day. When an airline reservation is cancelled, NATA does not receive a refund. In most cases we receive a voucher for that person's travel on that airline. When used, we have to pay the change fee out of the amount on the voucher (often \$100). If not used, the voucher will expire and funds will be expensed to committee budget.
- Expenses presented for reimbursement must be supported by itemized receipts. NATA is unable to reimburse individuals for expenses paid or reimbursed by another institution, but may reimburse the institution if it issued a travel advance or paid expenses for the trip. At no time should the individual receive dual reimbursement. In instances when another organization reimburses the expenses, a reimbursement request should not be submitted to NATA.
- Please use the following guidelines for maximum meal reimbursement: \$10 Breakfast/\$20 Lunch/\$35 Dinner. Please limit total meal expenses to \$65 per day (including tips.) You may allocate the total among the meals as needed (ie: spend more on breakfast and less on dinner.) Itemized meal receipt as well as signed credit card slips, if a credit card was used, are required and both must be submitted in order to be reimbursed.
- Expense reimbursement forms must be submitted to the NATA within 7 days of trip completion. Expenses received late may not be reimbursed. Members attending committee or liaison meetings must submit a written committee report or completed liaison report form at the same time to ensure prompt reimbursement.
- NATA strives to produce and mail expense reimbursement checks within 7 days of receiving the approved reimbursement form from your staff liaison.

If you have any questions, please contact Xareny Ferrusca in Accounting at (972) 532-8810 or xarenyf@nata.org