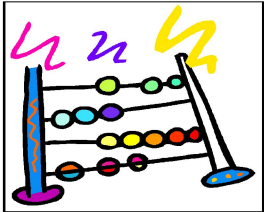


Mail To:
Reed Heidelberg
Alexandria City Assessor
704 Broadway
Alexandria, MN 56308



2025 EXPENSE VOUCHER
Effective 2/3/2025

NAME: _____
Mailing Address: _____

TODAY'S DATE: _____

COMMITTEE: _____

MEETING DATE(S): _____

MILEAGE REPORT

TRAVEL FROM: _____ TO: _____

TOTAL MILES CLAIMED AS EXPENSE _____ 0.70
rate per mile

LODGING AND MEALS REPORT

	DATE:				
LODGING:					
BREAKFAST					
LUNCH					
DINNER					

OTHER EXPENSES (LIST):

CLAIMANT'S SIGNATURE _____

TOTAL EXPENSE REQUEST: _____

COMMITTEE CHAIRPERSON SIGNATURE _____

MAAO PRESIDENT SIGNATURE IF REQUIRED _____

Office Use	
RECEIVED	
PAID	
CHECK NO.	

(EXECUTIVE BOARD APPROVAL REQ'D FOR ALL OUT-OF-STATE TRAVEL)
(Please see back of this form to refer to Executive Board Policy on required receipts)

MAAO Expense Reimbursement Policy: Adopted by the Executive Board of MAAO on October 31, 2003. Effective November 15, 2003.

- 1) Meal expenses submitted may include taxes and tip.
- 2) Meal expenses may be submitted only for the committee member.
- 3) A **receipt is required** to receive reimbursement for expenses. The **daily limit for individuals are set forth as follows:** payment shall not exceed; **\$15.00 for breakfast; \$20.00 for lunch; \$30.00 for Dinner.**
- 4) A receipt is required for lodging reimbursement. Only the lodging and relevant taxes will be reimbursed from this receipt.
- 5) Meal expenses may not include alcoholic beverages; these will not be reimbursed.
- 6) Mileage (at the current IRS rate) and lodging are allowable for M.A.A.O. business meetings requiring attendance of the individual. Reimbursement will only be made to individuals using their personal vehicles for transportation.
- 7) Mileage (at the current IRS rate) will be paid for M.A.A.O. committee business. If a meeting is held in conjunction with a conference, no mileage will be paid except at the discretion of the President.
- 8) One night's lodging will be allowed at the discretion of the President if a business meeting is held in conjunction with a conference.
- 9) Committee chairs must approve the claims of the committee members (approval may be electronically). Due to the nature of its expenses, Legislative committee members may have pre-approval by their Chair.
- 10) All expenses must be submitted for reimbursement within **60 days** of incurring the expense. If not received within 60 days, the expense may not be reimbursed.