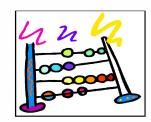
Mail To: Reed Heidelberger Alexandria City Assessor 704 Broadway Alexandria, MN 56308





2025 EXPENSE VOUCHER __Effective 2/3/2025

COMMITTEE: MEETING DATE(S):	NAME:			_	
MEETING DATE(S): MILEAGE REPORT TRAVEL FROM: TO: TOTAL MILES CLAIMED AS EXPENSE DATE: LODGING AND MEALS REPORT LODGING: BREAKFAST LUNCH DINNER OTHER EXPENSES (LIST): CLAIMANT'S SIGNATURE COMMITTEE CHAIRPERSON SIGNATURE MAAO PRESIDENT SIGNATURE IF REQUIRED	Mailing Address:		TODAY'S DATE:		
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(EXECUTIVE BOARD APPROVAL REQ'D FOR ALL OUT-OF-STATE TRAVEL)

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 <u>discretion of the President</u> 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.