



# Travel and Other Expense Reimbursement Form

**Travel Reimbursements:** Complete this form to request reimbursement following approved travel. Travel reimbursements should be requested within 10 days following travel. Refer to the MEHA travel policy for additional reimbursement information. *Reimbursement requests received beyond 60 days of travel end date may not be honored.*

- Receipts for transportation expenses (airfare, mileage, baggage fees, parking, ridesharing, reasonable tips/gratuities) are required for reimbursement. Include PDF or .jpg copies of verifying documentation for all expenses except meals (include receipts, invoices marked paid, etc.)
- Meal reimbursement is paid at the federal per diem rate but does not include allowances for incidentals. Look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).
  - Meal reimbursement on the days of travel should be reasonable for meals needed based on travel time. For any day, subtract the per diem cost of meals that are included as part of the conference, such as the MEHA President’s Minnesota Delegation meal.

**Other Reimbursements:**

- Include PDF or .jpg copies of verifying documentation for all expenses (including receipts, invoices marked paid, etc.)

**Date:**

**Contact phone number**

**Contact name:**

**Contact email:**

**Expense description(s)**

Date	Description	Amount

**Total amount being requested for reimbursement: \$**

**Mail reimbursement / payment to:**

**Name:**

**Mailing Address:**

**Signature of person making request:**

*(an emailed submission will be considered signed by requestee)*

Send this form and supporting documentation to MEHA Treasurer Greg Nelson at: [Greg.Nelson@state.mn.us](mailto:Greg.Nelson@state.mn.us). You can also contact Greg with any questions.