OMEA Travel Reimbursement Form
(Form updated 1/21/2020)

These policies are intended to be a guideline for travel reimbursement for board meetings and other routine OMEA functions. As a not-for-profit service organization, it is expected that individuals will donate the first 100 miles of driving, and their time, but should not have to provide out-of-pocket expenses for meals or hotels. Executive travel other than the above should be undertaken with cost savings in mind, and considered by the executive board on a case-by-case basis.

MEALS:
We pay for meals that are NOT provided at the event or meeting you are attending.
• $16.00 Breakfast- if you leave home before 6AM
• $17.00 Lunch- between 11AM and 2PM
• $31.00 Dinner- if you are home after 7PM
• $66.00 Full days of travel
• $51.75 First and last day of travel is discounted

LODGING:
• $135.00 Max (contingent on traveling prior to 6AM, or past 11PM, a receipt is required).

MILEAGE:
• Round trip miles over 100 to be reimbursed at federal rate.

EVENT:_________________________________________ DATE:_____/_____/______
NAME:_____________________________________________________________
ADDRESS:_________________________________________ Street Address __________
__________________________ City State ____________ Zip Code

VENMO USER NAME: @_______________________________________________

MILEAGE ROUND TRIP:
Total miles_______ - 100 = ________ x $57.5 = $__________ (max of $200)
LODGING: (Attach receipt) $__________ (max of $135)
MEALS: (Attach receipts) $__________ (max at rates listed above)
TOTAL AMOUNT FOR REIMBURSEMENT $__________

Check Paid #:________________
Sent Venmo or Mailed By Date:________________