



MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES

COMMITTEE EXPENSE REPORT 2021

ALL RECEIPTS MUST BE ATTACHED TO BE COMPENSATED & MUST HAVE APPROVAL OF COMMITTEE CHAIR

Form with fields for Name, Street Address, City, State, Zip Code, Daytime Phone, Date of Meeting, Place of Meeting, Start and End Time of Meeting, Committee Name, and various expense categories (01-59000, 01-55100, 01-58920, 01-58970, 01-58905, 01-58950, 01-58955) with dollar amounts.

I hereby certify that this is a correct statement of my expenses as claimed. All expenses are subject to audit and verification can be requested.

Requester's Signature

Date

Work e-mail address

Home e-mail address

Approval: Committee Chair/Statewide Officer

Statewide Treasurer

Revised 1-2-2019

(Over)

ALL EXPENSES MUST MEET MAPE REIMBURSEMENT POLICY. Contact the MAPE office if you would like a copy of the Reimbursement Policy.

Back of Expense Report:

A member must be in travel status before 6 am to qualify for a hotel room, dinner, breakfast, and travel time is allowed.

If in travel status before 7 am, then reimbursement for breakfast and travel time is allowed.

If in travel status after 7 am, then reimbursement for travel time is allowed.

If in travel or lost time status from 11:00 a.m. to 1:00 p.m., then reimbursement for lunch is allowed.

If in travel status after 6:00 p.m. the day of the meeting, then reimbursement for dinner and Lost Time is allowed.

If in travel status after 7:00 p.m. the day of the meeting, then reimbursement for dinner, room and breakfast the next day if you choose to stay overnight, and travel time is allowed.