

APTA NEW YORK Expense Voucher

04/29/25

Attach receipts for all requests.

submit within 30 days

Email, fax or snail mail is acceptable

Chapter reimbursement policies are printed on the reverse side.

All reimbursements for Districts or SIGs accounts must be approved by the SIG/District Treasurer.

Reimbursement from which account:		APTA New York (chapter)	
		District	
		AASIG of APTA NY	
		AIPT of APTA NY	
		SSIG of APTA NY	

Make check payable to:

Mail to :

DAYTIME PHONE:

EMAIL:

Activity Attended	Lobbying Activity Yes _____
Date Attended	
Travel: From	To
Representing which Committee or District	

Mileage	_____ miles (x2)	@ 0.70			\$
Plane or Train Fare					\$
Car Rental					\$
Ground transportation, Tolls, Parking					\$
Meals					\$
Lodging:	Date(s)				\$
	Single				
	Double		Name of roommate		
Other: (Postage, Printing, Supplies) as required by activity					
					\$
					\$
Total Expenses for Reimbursement					\$

Your signature:

Date:

TYPE TO ADD ELECTRONIC SIGNATURE

*****NOTE*****

If a district expense:	District/SIG Treasurer approval _____
Send directly to your District/SIG Treasurer for approval.	Budget line _____
If a Chapter expense--send directly to the chapter office	APTA NY approval _____
	Budget line _____

Date Paid _____

Check # _____

APTA New York

Chapter Reimbursement Travel Policies

Reimbursement of expenses will be provided as noted below only if the expense voucher and **receipts** are submitted to the Chapter office within 30 days following activity. Reimbursement will not be made if received after 30 days unless the request is approved by the Executive Committee.

Persons traveling to and from an official APTA New York chapter business meeting will be reimbursed as follows:

Plane: Economy airfare reimbursed in full.
Baggage fees for one bag will be reimbursed in full.

Rail: Coach Class - Reimbursed in full.

Ground Transportation: Taxi/Bus - Reimbursed in full.

Car: Reimbursed according to IRS guidelines at the time the expense occurred.

Tolls and parking will be reimbursed in full. Car rental for the purpose of carpooling will be reimbursed. Individual car rental will be reimbursed if the car rental is less expensive than mileage reimbursement for use of personal car.

Lodging: Reimbursement for one-half of the contracted meeting/conference hotel room rate (including applicable taxes) will be made with the following exceptions:

- *Executive Committee members at Chapter meetings
- *Attendance at Chapter functions when a Chapter official/representative specifically requests a roommate by the reservation deadline and the Chapter staff is unable to arrange for one due to gender or non-availability of another person attending the same event
- *Attendance at individual committee meetings when the makeup of the committee precludes every committee member from having a roommate
- *Delegates to the HOD may have the full cost of their room reimbursed, provided they have not exceeded the per delegate reimbursement limit as established in Chapter policy manual Section V.10.E.
- *Chapter officials/representatives attending APTA meetings/events may be reimbursed at the full room rate dependent upon budget approval.

Meals: Reimbursement will be made for meals not arranged by the Chapter office. A meal allotment of \$85 per day maximum (receipts required) is allowed when all 3 meals are the responsibility of the member. The daily allowance total will be prorated on those days that some meals are provided by the Chapter. Whichever meal is provided, the corresponding amount listed below will be deducted from the total daily allowance:

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