

# Expense Reimbursement Request

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Activity (listed on back page): \_\_\_\_\_

Location of Activity \_\_\_\_\_

If travel included, place of origin: \_\_\_\_\_

## Activity

## Travel to and from Activity

Travel Times

Starting Time: \_\_\_\_\_ Date: \_\_\_\_\_

Travel to: \_\_\_\_ - \_\_\_\_ Date: \_\_\_\_\_

Ending Time: \_\_\_\_\_ Date: \_\_\_\_\_

Travel from: \_\_\_\_ - \_\_\_\_ Date: \_\_\_\_\_

Transportation:

Auto \_\_\_\_\_ miles @ \$0.575 per mile

\$ \_\_\_\_\_

## **Receipts must be included for the following:**

Rail/Bus/Plane Ticket (s)

\$ \_\_\_\_\_

Taxi (\$ \_\_\_\_\_) Parking (\$ \_\_\_\_\_)

\$ \_\_\_\_\_

\*Name(s) of any AASF member(s) in addition to yourself for whom auto transportation was provided:

\_\_\_\_\_

Hotel/Motel

\$ \_\_\_\_\_

Meals: (Suggested daily max. \$51.00)

\$ \_\_\_\_\_

Other (specify) \_\_\_\_\_

\$ \_\_\_\_\_

TOTAL

\$ \_\_\_\_\_

I certify that these expenses are related to an approved AASF activity.

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Please continue on next page)

**AASF Activities:**

State Meetings: Exec Bd \_\_\_\_ State Bd \_\_\_\_ Trustees \_\_\_\_ Chancellor \_\_\_\_

Committees: Nominations \_\_\_\_ Constitution \_\_\_\_ Membership \_\_\_\_ Appt \_\_\_\_  
Policy \_\_\_\_ Academic Student Affairs \_\_\_\_

Officers: Pres \_\_\_\_ VP \_\_\_\_ Sec \_\_\_\_ Treas \_\_\_\_ Assoc Rep \_\_\_\_

Other: Campus Maintenance \_\_\_\_ Campus Support \_\_\_\_ Scholarship \_\_\_\_  
Equip \_\_\_\_ Gifts \_\_\_\_ Charity \_\_\_\_ Audit \_\_\_\_ Bank Chg \_\_\_\_

Release Time: Pres \_\_\_\_ V Pres \_\_\_\_

Please send this completed form to: Lori Wynia  
AASF State Treasurer  
Southwest Minnesota State University  
1501 State Street  
Marshall, MN 56258

Phone: 507-537-7424

Email: [lori.wynia@smsu.edu](mailto:lori.wynia@smsu.edu)

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**MN Teamsters Local 320 Activities:**

State Meetings: \*Meet & Confer \_\_\_\_ \*Equity \_\_\_\_ \*President/Steward Training \_\_\_\_

Committees: \*Legislative \_\_\_\_ \*Grievance \_\_\_\_ \*Negotiations \_\_\_\_ \*SEC \_\_\_\_

<http://www.msuaasf.org/wp-content/uploads/2013/06/Teamster-Mileage-and-Expense-Forms.pdf>

**Email:** [local320@teamsterslocal320.org](mailto:local320@teamsterslocal320.org) **Phone:** 1-800-637-5430

**Website:** [teamsterslocal320.org](http://teamsterslocal320.org) **Fax:** 612-331-8948

(01/06/2020)