



Expense Reimbursement Request

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Telephone: _____

EVENT/ACTIVITY DETAILS

Activity (see reverse): _____

Location of Activity: _____

Did you travel to the activity?: Yes _____ No _____

If you answered yes to travel, include place of origin: _____

Start Time: _____ End Time: _____ Departure Time: _____ Arrival Time: _____

Start Date: _____ End Date: _____ Departure Date: _____ Arrival Date: _____

.....

REIMBURSEMENT

Auto _____ miles @ \$0.65.5 per mile.....\$

Train/Bus/Plane Ticket @ actual cost (receipt required).....\$

Taxi @ actual cost (receipt required).....\$

Parking @ actual cost (receipt required).....\$

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

Lodging @ actual cost (receipt required).....\$

Meals: \$12 Breakfast, \$15 Lunch, \$23 Dinner (\$50.00 max daily).....\$

Breakfast Lunch Dinner

Other: (receipt required)..... \$

TOTAL.....\$

.....

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

Signature _____ Date _____

(Please continue on next page)

ASF ACTIVITIES:

State Meetings:

- ____ Executive Board
- ____ State Board
- ____ Board of Trustees
- ____ Chancellor Meeting

Committees:

- ____ Nominations
- ____ Constitution
- ____ Membership
- ____ Policy
- ____ Academic Student Affairs
- ____ Scholarship
- ____ Appt
- ____ Other:

Other:

- ____ Campus Maintenance
- ____ Campus Support
- ____ Equipment
- ____ Gifts
- ____ Charity
- ____ Audit
- ____ Bank Charge
- ____ Other:

Release Time:

Pres ____ VP ____

Officers: ____Pres ____ VP ____Sec ____ Treas ____ Assoc Rep:

Please send this completed form to (email preferred; mail hard copy accepted):

Email: **amanda.weister@mnsu.edu**
Phone: 507-389-5048

Mandy Weister: Career Dev Center
ASF State Treasurer
Minnesota State University, Mankato
209 Wigley Admin Building
Mankato, MN 56001

MN Teamsters Local 320 Activities:

State Meetings: Meet & Confer ____ President/Steward Training ____

Committees: Legislative ____ Grievance ____ Negotiations ____ SEC ____

<https://www.msuaasf.org/wp-content/uploads/2023/02/MemberMileage2023.pdf>

<https://www.msuaasf.org/wp-content/uploads/2023/02/ExpenseReport21.pdf>

Address: 3001 University Ave. SE #500, Minneapolis, MN 55414
Email: local320@teamsterslocal320.org
Phone: (612) 378-8700
Website: teamsterslocal320.org
Fax: (612)331-8948

For use of ASF State Treasurer only:

Date Check Sent:

Check Number:

Other Notes:

Date Cashed: