

MARAC Expense Guidelines

Expense summaries and receipts must be submitted within 30 days of the expense through the [Expense Reimbursement Form](#). Email treasurer@marac.info with any questions.

Expenses must be in the interest of the MARAC business being conducted and not for the convenience of the person incurring the expense. MARAC does not offer a per diem.

Reimbursable costs, if related to event attendance:

- Meals (excludes alcohol), in line with IRS regulations
- Lodging
- Transportation
 - Mileage—IRS Charitable Rate \$0.14 per mile OR
 - Travel costs—transit, car service, rental car
- Reasonable and appropriate gratuities for the above 3 expenses
- Postage and shipping supplies (advanced approval required from treasurer)
- Copying services and printing (advanced approval required)
- Office supplies—paper and envelopes only (advanced approval required)
- Other approved costs for a conference or other event that have been paid by event organizers. Note: The Treasurer would prefer to pay these costs directly when possible; please attempt this first.

Non-reimbursable costs:

- Plaques, trophies, medals, and similar. Note: MARAC prefers to give out certificates and digital badges as proof of awards and prizes.
- Alcohol
- Optional hotel services such as on-demand content, minibar fees, laundry, and room service charges (although food may be reimbursed).

Committees, Travel Award Recipients, and Keynote Speakers

Costs are reimbursed from the budget line of the committee that incurred them. In addition to the definitions above, these individuals should refer to details provided in their respective committee manuals or award letters.

Workshop Instructors

For workshop instructors, conference travel reimbursement is capped at \$300 per instructor. For off-conference workshops, all travel expenses will be reimbursed.

Workshop instructors may also incur expenses for preparing course materials. Printing, binders, dividers, and other course supplies must be approved by the Education Committee Chair and built into the budget for the workshop. However, MARAC prefers that course materials be digital and will require it as of July 2025.

Conference workshops are built into the conference budget and come out of the Conferences budget line. Off-conference workshop expenses come out of the Education Committee budget line and should be offset by registration fees.

Caucuses

Caucuses must receive approval from the Finance Committee to utilize the Caucus Funds budget line. This promotes equitable use of the funding by ensuring each Caucus has access to it. Submit [Caucus Expense proposals](#) in advance of an event or expense. Caucus Representatives may be reimbursed for travel related to attending Caucus events.

Examples of Caucus expenses:

- Food costs for a picnic
- Speaker fees for a caucus-sponsored archival event
- An award honorarium for a historical research competition
- Admission fees for a museum tour

Steering Committee Members

Prior to 2020, the Steering Committee held in-person meetings in winter and summer that did not coincide with a conference. Reasonable expenses were reimbursed for those meetings. However, now these off-conference meetings are held virtually. Steering Committee members are not expected to incur expenses related to attending virtual Steering Committee meetings and therefore will not be reimbursed.

Conference Committees

Conference committees incur a wide array of expenses. All purchases must be built into the conference budget. If an unexpected cost arises, it must be approved by the Meetings Coordinator and Treasurer, who may also require approval by the Steering Committee if it exceeds \$500.

Conference expenses come from the Conference budget line. The Steering Committee dinner comes out of the Steering Committee budget line. The Member Meet and Greet event is supplemented by the Membership Committee budget line. Awards and scholarships come from a range of budget lines or restricted funds.