

MARAC GUIDELINES FOR REIMBURSEMENT

1. Receipts (except for mileage and parking meters) and a letter of explanation of the expenses (why they were incurred – i.e., travel to Steering Committee meetings held off-conference) must be submitted to the MARAC Treasurer within 30 days of the date of the expense. Submit reimbursement requests at <https://www.marac.info/reimbursement-form#/> or else mail to:
Amy Fitch
MARAC Treasurer
35 S. Dearman Street
Irvington, NY 10533
2. Costs that are reimbursable:
 - a. Reimbursements for the committee members to attend nonconference meetings.
 - i. Travel to nonconference committee meetings [NOTE: When in-person meetings occur, travel expenses to attend the off-conference Steering Committee meetings are reimbursed from the Steering Committee expense budget.]
 - ii. Meals when applicable (does not include alcoholic beverages)
 - iii. Lodging when applicable
 - b. Postage
 - c. Copying services
 - d. Printing costs
 - e. Office supplies: paper and envelopes only
3. The mileage reimbursement rate is the federal rate for charitable organizations as set by the IRS. The current rate is \$0.14 per mile.
4. MARAC does not offer a per diem, as is the policy for the federal government. MARAC will reimburse for hotel bills and meals if the cost of such is in the interest of MARAC business being conducted and not for the convenience of the committee member. (Examples: If a member of the Steering Committee and another committee met in the same area within 24 hours of each other, then MARAC would pay for the hotel and meals. If the committee member comes from a far distance and the cost of a flight would be cheaper if the member stayed overnight, then MARAC would pay for the cost of the flight, the hotel, and meals.)
5. Costs incurred are expected to be reasonable. (Definition of reasonable: practical and moderate, not expensive.) Committee Chairs should take into consideration the costs of meals, lodging, and travel when they select a location for their meetings conducted at nonconference times. When in doubt, confer with the Treasurer and the Finance Committee before incurring any expenses.
6. Reimbursements will be based on the amount the Committee Chair, Caucus Representative, and Treasurer have budgeted. Once the budgeted amount has been spent, reimbursements will cease. Any of the above can request additional funds to be budgeted when unforeseen expenditures occur. The request will be given to the Finance Committee for consideration and approval.