

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 in the winter and summer) must be submitted to the MARAC treasurer within 30 days of the date of the expense. Email all requests for expense reimbursements to krawdond@temple.edu or else mail to:
Katy Rawdon
MARAC Treasurer
315 Springfield Ter.
Haddonfield NJ 08033
2. Costs that are reimbursable:
 - a. Reimbursements for the committee members to attend non-conference meetings.
 - 1) Travel to non-conference committee meetings [NOTE: travel expenses to attend the winter and summer Steering Committee meetings are reimbursed from the Steering Committee expense budget]
 - 2) Meals when applicable (does not include alcoholic beverages)
 - 3) Lodging when applicable
 - b. Postage
 - c. Copying services
 - d. Printing costs
 - e. Office supplies--paper & 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.) When Committee Chairs should take in consideration the costs of meals, lodging, and travel when they select a location for their meetings conducted at non-conference times. 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 has 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.