

# 2021 Expense Reimbursement Form

SEND TO: accounting@uniformlaws.org

PHONE: (312) 450-6600

FAX: (312) 450-6601

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

Meeting Attended: \_\_\_\_\_

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

Dates Attended: \_\_\_\_\_

*Check box if this is a new address*

Location: \_\_\_\_\_

**Reimbursable Expenses\*:**

AIRFARE OR OTHER TRANSPORTATION TO MEETINGS					\$
HOTEL (LODGING ONLY, IF CHARGED TO PERSONAL CARD)					\$
TRANSPORTATION (I.E. CAB FARE, PRE-APPROVED RENTAL CAR)					\$
MILEAGE (\$ /MI FOR 2021)			MILES:		\$
Meals	<b>Date</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Total</b>
					\$
					\$
					\$
					\$
					\$
					\$
					\$
MISCELLANEOUS (PLEASE DESCRIBE)					\$
					\$
					\$
<b>Total Reimbursable Expenses:</b>					<b>\$</b>

Please attach supporting documents.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

\*Please refer to guidelines on reverse.

**Notes:**

## REIMBURSEMENT GUIDELINES

Categories on the reverse side include the following expenses:

### AIRFARE:

Charges for air travel to meetings. Only Economy fares can be reimbursed. Please make airfare purchases at least 30 days prior to the meeting. Airfare over \$600 (\$800 in Alaska or Hawaii) must be preauthorized by e-mailing [jdimond@uniformlaws.org](mailto:jdimond@uniformlaws.org) or [rhwitt@uniformlaws.org](mailto:rhwitt@uniformlaws.org) for approval.

### HOTEL:

Negotiated room rate for each night of the meeting, including all taxes. **Unless there are extenuating circumstances, if you miss the ULC published cut-off date for making hotel reservations at the group rate then you will be responsible for securing your own lodging and paying any hotel fees in excess of the group rate.**

### TRANSPORTATION TO/FROM AIRPORT:

Charges for travel to meetings via automobile. ULC follows IRS guideline for mileage rates. The 2021 mileage rate for business travel is \$0.56 per mile, while the 2020 rate was \$0.575. Please note the Conference will not reimburse mileage higher than the cost of an Economy round-trip airfare for the same destination.

### MEALS:

A reasonable cost for all meals incurred in connection with your participation at the meeting. The current limit for meal reimbursement is \$100 per person per meal. The dates and names of all additional individuals must be indicated when requesting reimbursement for meals. Remember that the Conference only reimburses for Committee members and Conference officers.

### MISCELLANEOUS:

- Telephone/Fax
- Copying
- Local Transportation
- Car Rental
- Tips
- Tolls

Other expenses must be reasonable and necessary to your participation at the meeting or the operation of the meeting itself. Car rental must be preauthorized by e-mailing [jdimond@uniformlaws.org](mailto:jdimond@uniformlaws.org) or [rhwitt@uniformlaws.org](mailto:rhwitt@uniformlaws.org) before your trip.

**WE ARE NOT ABLE TO REIMBURSE FOR SUCH PERSONAL EXPENSES AS MOVIES, THEATER TICKETS, TOURS, OPTIONAL TRAVEL INSURANCE, ETC.**

Receipts for transportation to a meeting and hotel expenses must accompany the reimbursement request. **If any one of the above categories totals more than \$25.00, receipts must be included, or the amount must be broken into individual meals, fares, etc. that are under \$25.00 each.**

Expenses which are not clear will be held for clarification.