

MAIL TO:  
Inter Faculty Organization  
490 Concordia Avenue  
Suite 125  
St. Paul, MN 55103

(effective 7/1/2011)

**INTER FACULTY ORGANIZATION  
EXPENSE REIMBURSEMENT FORM**

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/STATE/ZIP** \_\_\_\_\_

**DATE OF MEETING** \_\_\_\_\_ **PURPOSE** \_\_\_\_\_

**PLACE OF MEETING** \_\_\_\_\_ **BUDGET CODE NUMBER** \_\_\_\_\_

**(SEE OTHER SIDE FOR IFO BUDGET CODES & REIMBURSEMENT POLICIES)**

**1. Transportation:**

**Commercial (attach receipt)** \$ \_\_\_\_\_

**Auto # of miles** \_\_\_\_\_ **x \$.555** \$ \_\_\_\_\_

**2. Hotel (attach receipt)** \$ \_\_\_\_\_

**3. Meals (provide detail on back & attach receipt)** \$ \_\_\_\_\_

**4. Alcohol (attach receipt)** \$ \_\_\_\_\_

**5. Taxi (attach receipt)** \$ \_\_\_\_\_

**6. Other (identify below & attach receipt)** \$ \_\_\_\_\_

\_\_\_\_\_

**TOTAL CHARGES** \$ \_\_\_\_\_

**I hereby certify that this is a correct statement of my expenses.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**IFO President's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**TRANSPORTATION REIMBURSEMENT POLICY**

55.5 cents per mile (IRS Standard Rate), for Delegate Assembly, the mileage rate is set by the board. Except for the Delegate Assemblies, an individual shall be reimbursed for the actual reasonable cost of a rented vehicle or airfare fees incurred to attend a regularly scheduled meeting or other IFO activity. Reimbursement for out-of-state travel expenses incurred while on IFO business must be approved in advance by the IFO Executive Committee.

**ALCOHOL REIMBURSEMENT POLICY**

Reimbursement of expenditures for alcohol shall be allowed at the state IFO level at a rate of up to ten dollars (\$10.00) per day for each individual. Receipts must be provided delineating the amounts for alcohol. This reimbursement limit shall also apply to group meetings (such as committee meetings) when alcohol is paid for by a staff member's credit card or charged to a hotel room or account. Any receipts submitted for group purchases must include the names of the members (and staff) for whom alcohol is purchased. Service gratuities shall be included in these limits and in no case shall the organization reimburse gratuities that exceed 22% of the total service.

**MEAL REIMBURSEMENT POLICY**

Reimbursement for food (meals) shall be limited to the equivalent of the State of Minnesota per diem rates (generally referred to as state meal amounts) which are currently: \$10.00 (breakfast), \$12.00 (lunch), and \$20.00 (dinner), unless the request for reimbursement is accompanied by an itemized receipt. If an itemized receipt is submitted with the reimbursement request, the breakfast and lunch reimbursement rates shall not exceed 2 times the State of Minnesota per diem rates (breakfast \$20.00, Lunch \$24.00) and the dinner reimbursement shall not exceed 2 times the State of Minnesota per diem rates plus \$10.00 (\$40.00 + \$10.00 = \$50.00). These expense limits shall also apply to group meals (such as during committee meetings) when food is paid for by a staff member's credit card or charged to a hotel room or account. Any receipts submitted for group purchases must include the names of members (and staff) for whom meals are purchased. Service gratuities shall be included in these limits and in no case shall the organization reimburse gratuities that exceed 22% of the total service.

Meals Detail: (Please note an amount for each meal you are claiming reimbursement for)

Date	Breakfast	Lunch	Dinner	Total
(Carry forward total to front side of form)				

<u>CODE</u>	<u>DESCRIPTION</u>
6022	State Meet and Confer
6023	State Task Forces
6030	Office Expenses
6560	Legal Fees, Grievance/Arbitration
6568	IFO Board of Directors
6570	IFO Delegate Assembly
7001	Official Travel/Exec. Committee
7200	Academic Affairs Committee

<u>CODE</u>	<u>DESCRIPTION</u>
7201	Governmental Relations Committee
7202	Feminist Issues Committee
7203	Budget Committee
7204	Multicultural Issues Committee
7205	Negotiations and Action Committee
7207	Benefits Equity Committee
7208	Salary Equity Committee
7209	GLBTA Issues Committee