



Expense Reimbursement Request

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Telephone: _____

EVENT/ACTIVITY DETAILS

Activity (see reverse): _____

Location of Activity: _____

Did you travel to the activity?: Yes _____ No _____

If you answered yes to travel, include place of origin: _____

Departure Time: _____

Departure Date: _____

Arrival Time: _____

Arrival Date: _____

REIMBURSEMENT

Auto _____ miles @ \$0.70 per mile.....\$

Train/Bus/Plane Ticket @ actual cost (receipt required).....\$

Taxi @ actual cost (receipt required).....\$

Parking @ actual cost (receipt required).....\$

*Name(s) of ASF member(s) in addition to yourself for whom auto transportation was provided:

Lodging @ actual cost (receipt required).....\$

Meals: \$12 Breakfast, \$15 Lunch, \$23 Dinner (\$50.00 max daily).....\$

Breakfast Lunch Dinner

Other: (receipt required)..... \$

TOTAL.....\$

I certify that these expenses are related to an approved ASF activity.

Signature _____ Date _____

(Please continue on next page)

ASF ACTIVITIES:

State Meetings:

- ____ Executive Board
- ____ State Board
- ____ Board of Trustees
- ____ Chancellor Meeting

Committees:

- ____ Nominations
- ____ Constitution
- ____ Membership
- ____ Policy
- ____ Academic Student Affairs
- ____ Scholarship
- ____ Appt
- ____ Other:

Other:

- ____ Campus Maintenance
- ____ Campus Support
- ____ Equipment
- ____ Gifts
- ____ Charity
- ____ Audit
- ____ Bank Charge
- ____ Other:

Release Time:

Pres ____ VP ____

Officers: ____Pres ____ VP ____Sec ____ Treas ____ Assoc Rep:

Please send this completed form to
(email preferred; mail hard copy accepted):

Email: **ellie.ahmann@smsu.edu**

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MN Teamsters Local 320 Activities:

State Meetings: Meet & Confer ____ President/Steward Training ____

Committees: Legislative ____ Grievance ____ Negotiations ____ SEC ____

<https://www.msuaasf.org/wp-content/uploads/2023/02/MemberMileage2023.pdf>

<https://www.msuaasf.org/wp-content/uploads/2023/02/ExpenseReport21.pdf>

Address: 3001 University Ave. SE #500, Minneapolis, MN 55414
Email: local320@teamsterslocal320.org
Phone: (612) 378-8700
Website: teamsterslocal320.org
Fax: (612)331-8948

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For use of ASF State Treasurer only:

Date Check Sent:

Check Number:

Other Notes:

Date Cashed: