**MRS University Chapters Benefits** ―TRAVEL SUPPORT REIMBURSEMENT GUIDELINES

Student members of your University Chapter may apply for travel support to attend MRS Spring and Fall Meetings. Each MRS Chapter is entitled to $500 per calendar year for this purpose. Please familiarize yourself with the following guidelines set forth in the Policy (page 4).

**IMPORTANT INFORMATION:**

**▼** Your Chapter should have a written policy regarding how such reimbursements are granted.

**▼** There is no reimbursement for meeting registration fees.

**▼** There is no per-diem reimbursement for meals or other miscellaneous expenses. All meals and other qualifying expenses must be submitted.

**▼** The travel reimbursement is contingent upon:

a) one person must attend the University Chapter Representatives Meeting, held during each Spring and Fall Meeting. If your Chapter is not represented at the luncheon, your travel reimbursement may be disallowed.

b) your chapter’s submission of the annual Financial and Activity Reports (Due April 1)

c)a minimum of eight current Student **MRS** Members and two current Regular MRS Members

**Deadline for Submission of Travel Support Form and Receipts**

Spring Meeting reimbursement requests must be received NO LATER THAN ONE WEEK after the meeting ends.
This deadline is firm – no late requests will be accepted.

Fall Meeting reimbursement requests must be received byNO LATER THAN ONE WEEK after the meeting ends.
This date is firm since MRS must close its books on the prior tax year.

**Guidelines and Procedures**

1. Each University Chapter is entitled to $500 per calendar year for travel support to MRS Spring or Fall meetings. The entitlement applies to the year in which the expenses were incurred, not the year in which they were paid (i.e., expense claims paid in January for travel to the previous Fall Meeting apply to the previous year entitlement for that University Chapter, not the current year).

2. The entitlement may be used entirely for the Fall or Spring Meeting or may be split as desired between them. Any claim for the Spring Meeting reduces the amount available for reimbursement for the Fall Meeting.

1. Reimbursable expenses include normal travel, lodging and meals. Personal car transportation reimbursement includes either mileage at the current price/per mile rate or actual expenses. According to IRS regulations, reimbursement cannot include both mileage and gasoline charges. The mile rate includes reimbursement for gasoline expenses. Meeting registrations and proceedings are not reimbursable. Please note that there is no per diem reimbursement.
2. To obtain reimbursement of expenses, the University Chapter president must sign the Reimbursement Form before it is sent to MRS Headquarters. All requests for reimbursement must be approved by the University Chapter president. The statement should list the expenses to be reimbursed to each student and contain documentation of the expense items. No checks will be processed without documentation. MRS will send checks payable to the students in a group to the University Chapter president or directly to the individual students. MRS will not send payment to one individual who is expected to then repay other students, nor will funds be sent to a University Chapter bank account for subsequent distribution.
3. Ordinarily, payments will be made as reimbursements. Advance payments will be made only in exceptional circumstances. In such instances, University Chapter presidents should discuss the situation and their request with the Director of Membership Development.
4. As per U.S. federal requirements, MRS reserves the right not to process any transaction that it determines, in its sole discretion, may violate any law or regulation applying to persons or nations on the United States Treasury Department’s Specially Designated Nationals list or any similar list maintained by the U.S. Government.

**MRS University Chapter Benefits** ―TRAVEL SUPPORT REIMBURSEMENT REQUEST
Please submit this form with copies of scanned receipts to Lorri Smiley at chapters@mrs.org.
Deadlines are published in each pre-meeting email sent to all chapters but typically the deadline is no longer than one week after each meeting.

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| **Chapter Name:**  | **Fall or Spring Meeting:****Date Submitted:**  |
| **Chapter President:**  | **Chapter President Signature:**  |
| **Student to be Reimbursed:** | **Student Signature:** |
| **Address 1:** |
| **Address 2:** |
| **City, State, Zip:** |
| **Email Address:**  |
|  | **Yes, one of our chapter representatives attended the University Chapter LuncheonName:**  |  | **Yes, our chapter currently has 8 MRS Student Members and 2 MRS Regular Members (all have current MRS memberships)** |
|  | **Yes, our chapter submitted the financial and annual reports** |  |  |

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|  **Date (MM/DD/YY)** | **Purpose/Description of Expense** |  **$ Amount** |
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| **GRAND TOTAL OF EXPENSES:**  | $ |
| **Maximum support per chapter per year is $500. Total requested**  | $ |